Industry Access Portal User Manual

Louisiana Department of Insurance

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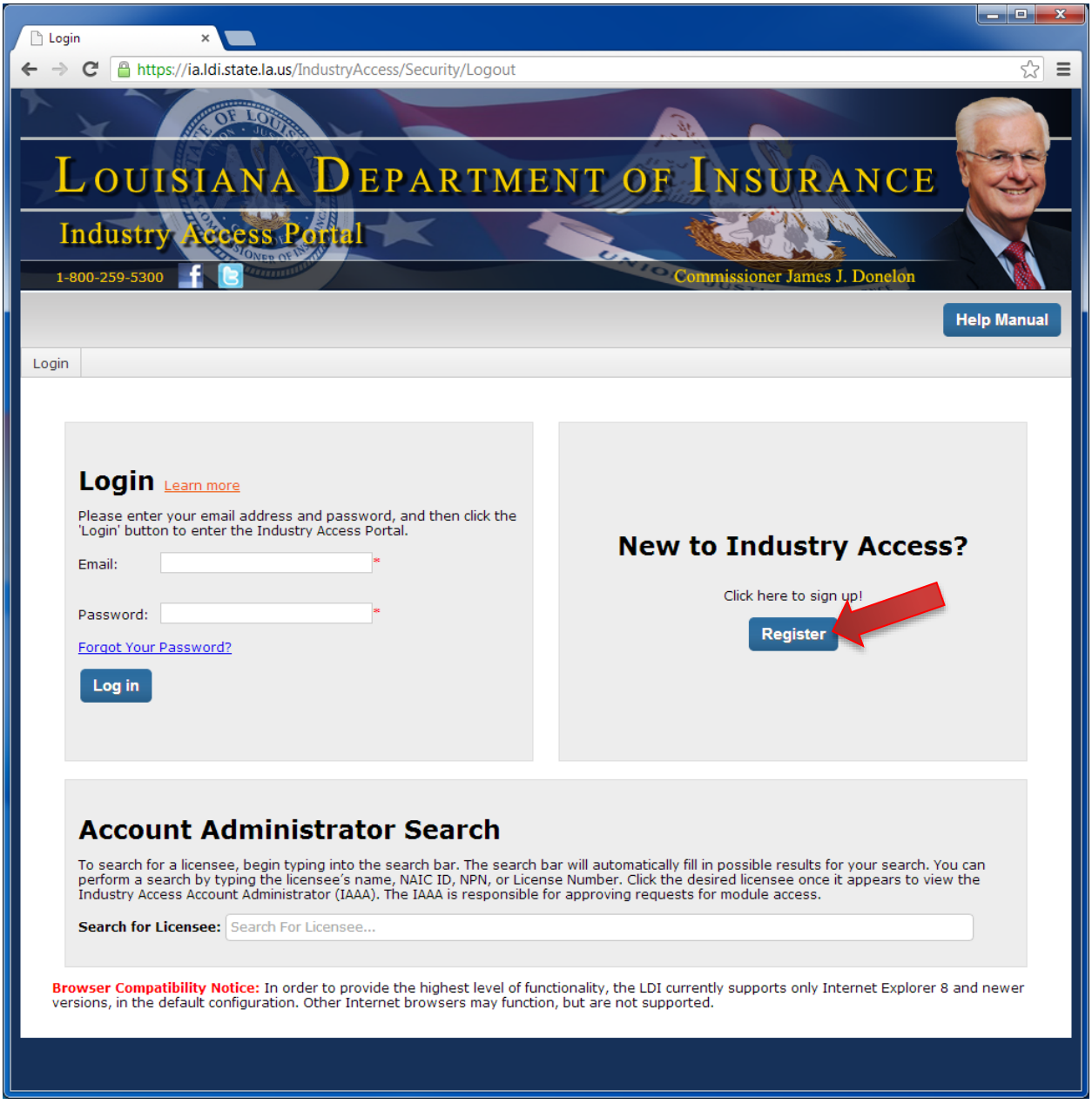
Industry Users

This section of the manual is for all industry users.

Register for Industry Access

The Login screen allows new users to register for Industry Access and returning users to log into the Industry Access Portal. Before you can log into the Industry Access Portal, you must first register your email address.

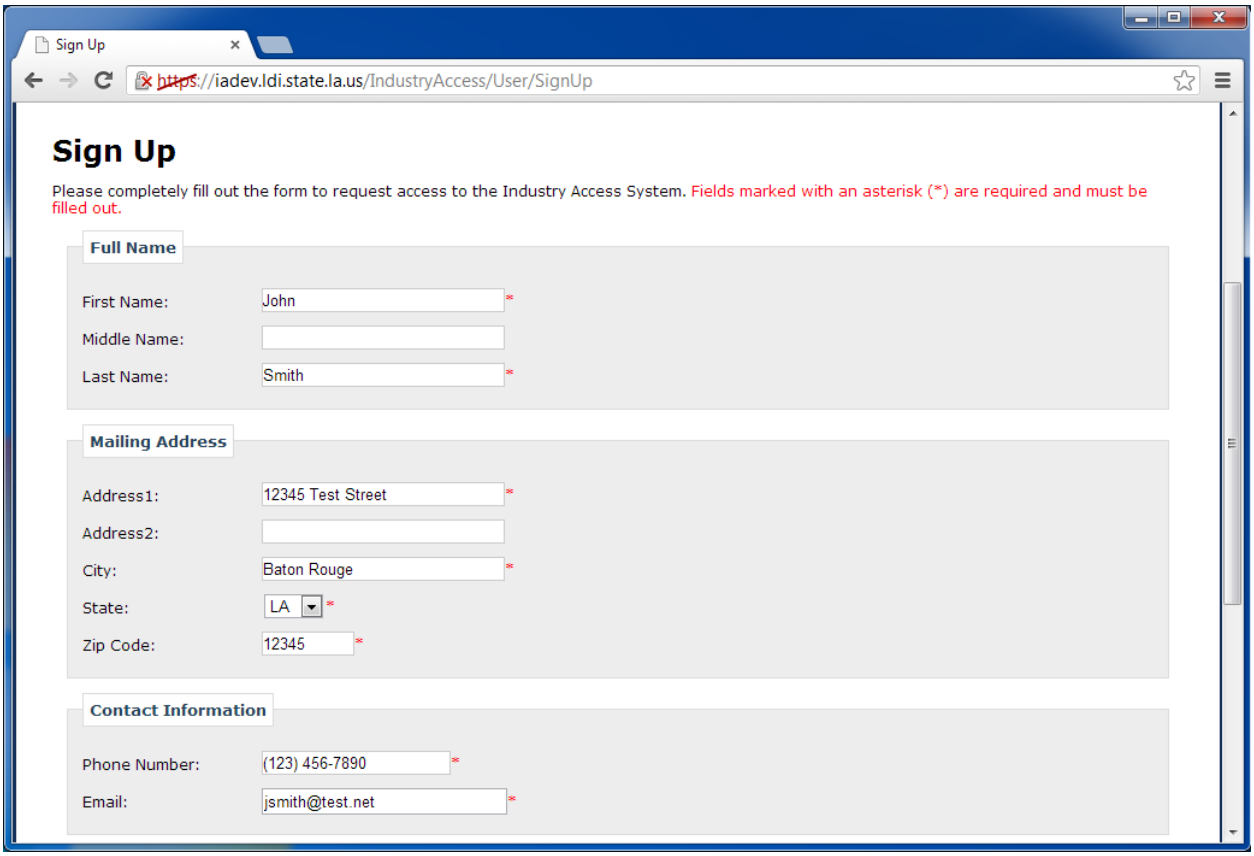
Click the “Register” button within the “New to Industry Access” section to open the Sign Up screen.


Login
https://ia.ldi.state.la.us/IndustryAccess/Security/Logout
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Help Manual
Login
Login Learn more
Please enter your email address and password, and then click the 'Login' button to enter the Industry Access Portal.
Email:
Password:
Forgot Your Password?
Log in
New to Industry Access?
Click here to sign up!
Register
Account Administrator Search
To search for a licensee, begin typing into the search bar. The search bar will automatically fill in possible results for your search. You can perform a search by typing the licensee's name, NAIC ID, NPN, or License Number. Click the desired licensee once it appears to view the Industry Access Account Administrator (IAAA). The IAAA is responsible for approving requests for module access.
Search for Licensee:
Search For Licensee...
Browser Compatibility Notice: In order to provide the highest level of functionality, the LDI currently supports only Internet Explorer 8 and newer versions, in the default configuration. Other Internet browsers may function, but are not supported.

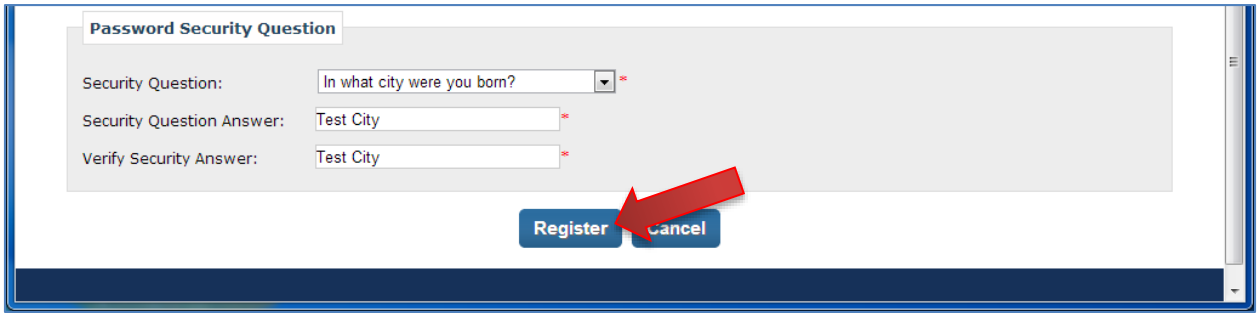
Sign Up

The Sign Up screen contains fields for contact and password information. To register your email address, you must fill out all fields that are marked with a red asterisk.

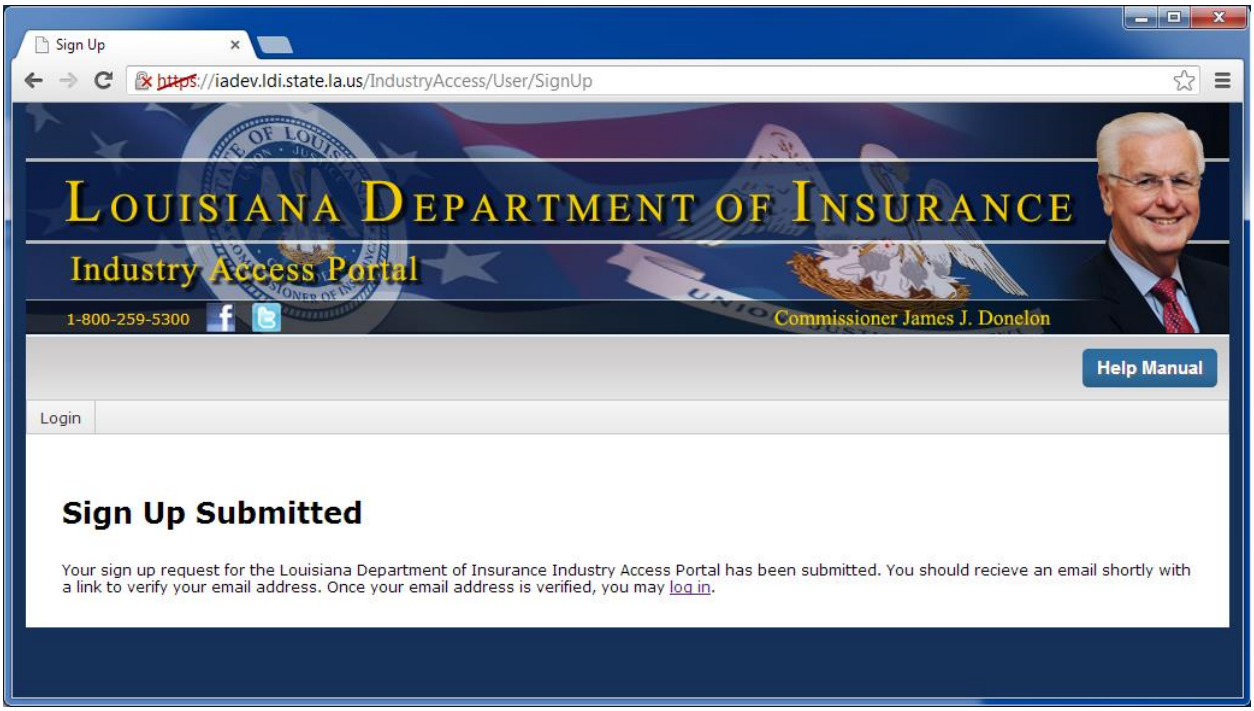
Note: The email address and password entered on this screen will later be used to log into the portal.



Once you have filled out the form, click the “Register” button to submit your request. Your request must still be verified before you can log into the Industry Access portal for the first time.



If your sign up was successful, the Sign Up Submitted screen will display. If your sign up does not succeed, please review the form to ensure that you did not leave any required fields blank and try again.


Sign Up
https://iadev.ldi.state.la.us/IndustryAccess/User/SignUp
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
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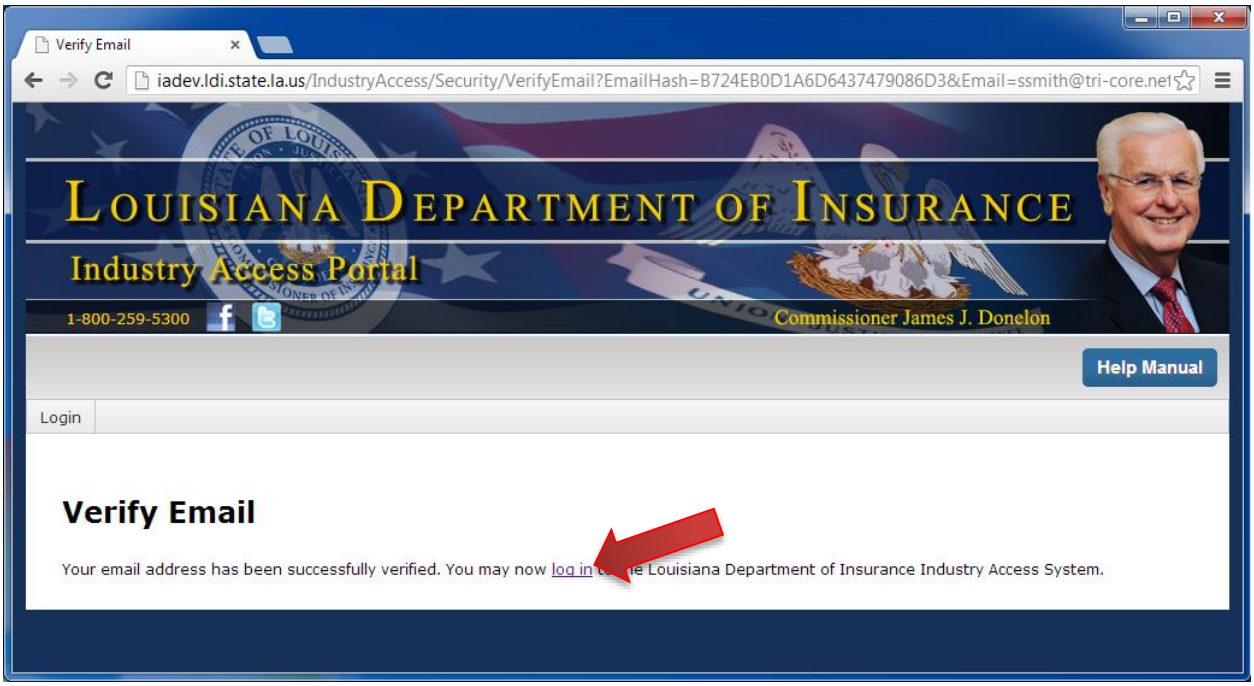
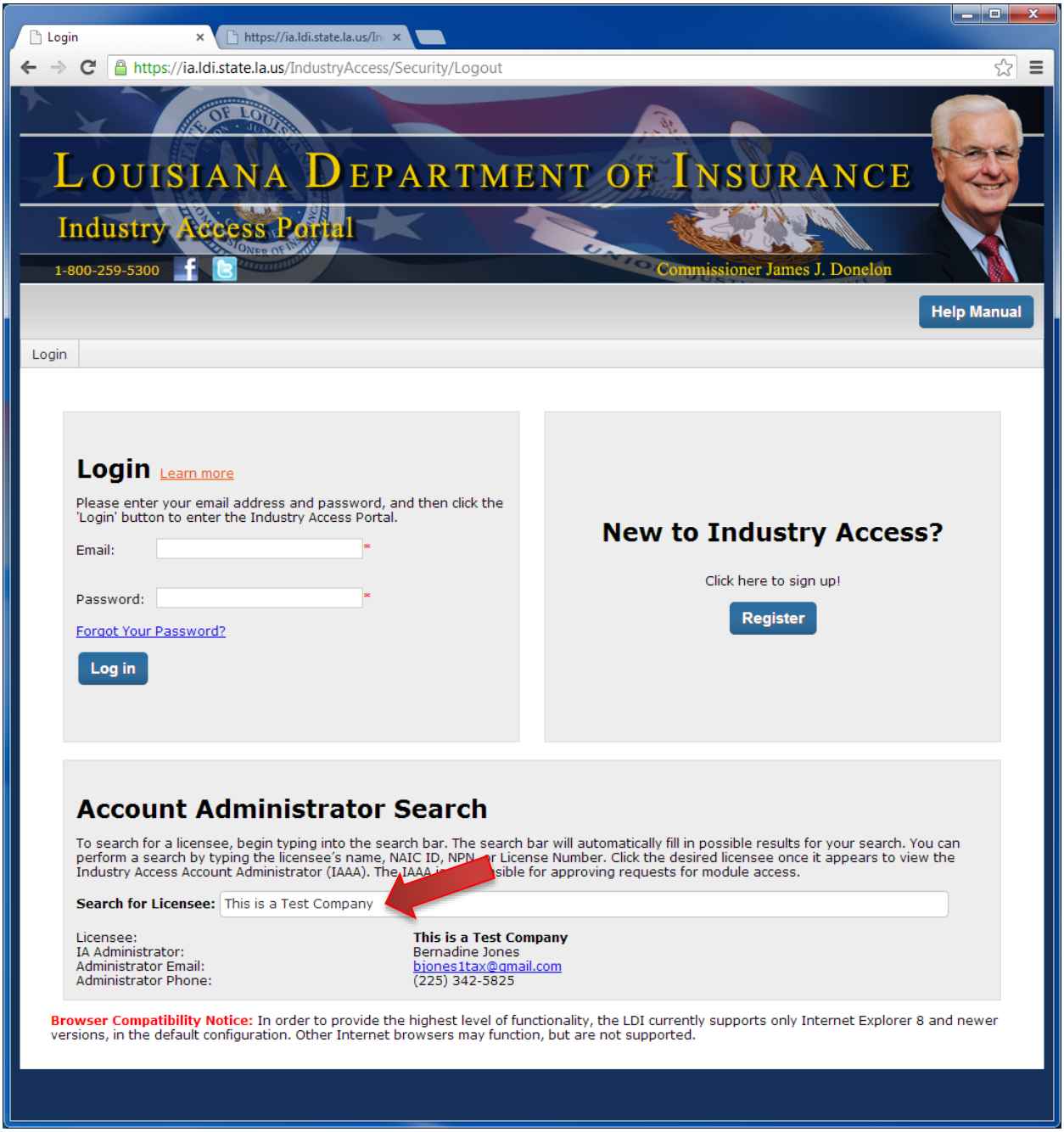
Help Manual
Login
Sign Up Submitted
Your sign up request for the Louisiana Department of Insurance Industry Access Portal has been submitted. You should recieve an email shortly with a link to verify your email address. Once your email address is verified, you may log in.

You should receive a verification email within minutes to the email address which you used to register. This email will contain a web link. Click on the link or cut and paste the link into your internet browser. This will verify your registration. You may now click the “log in” link to access the Login screen.


Verify Email
iadev.ldi.state.la.us/IndustryAccess/Security/VerifyEmail?EmailHash=B724EB0D1A6D6437479086D3&Email=ssmith@tri-core.net
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Help Manual
Login
Verify Email
Your email address has been successfully verified. You may now log in to the Louisiana Department of Insurance Industry Access System.

Search for an Industry Access Account Administrator

You can view the Industry Access Account Administrator for a licensee from the Login screen. To search for a licensee, begin typing into the search bar. The search bar will automatically fill in possible results for your search. You can perform a search by typing the licensee's name, NAIC ID, NPN, or License Number. Click the desired licensee once it appears to view the IAAA data. The IAAA is responsible for approving requests for module access.


Login
https://ia.ldi.state.la.us/IndustryAccess/Security/Logout
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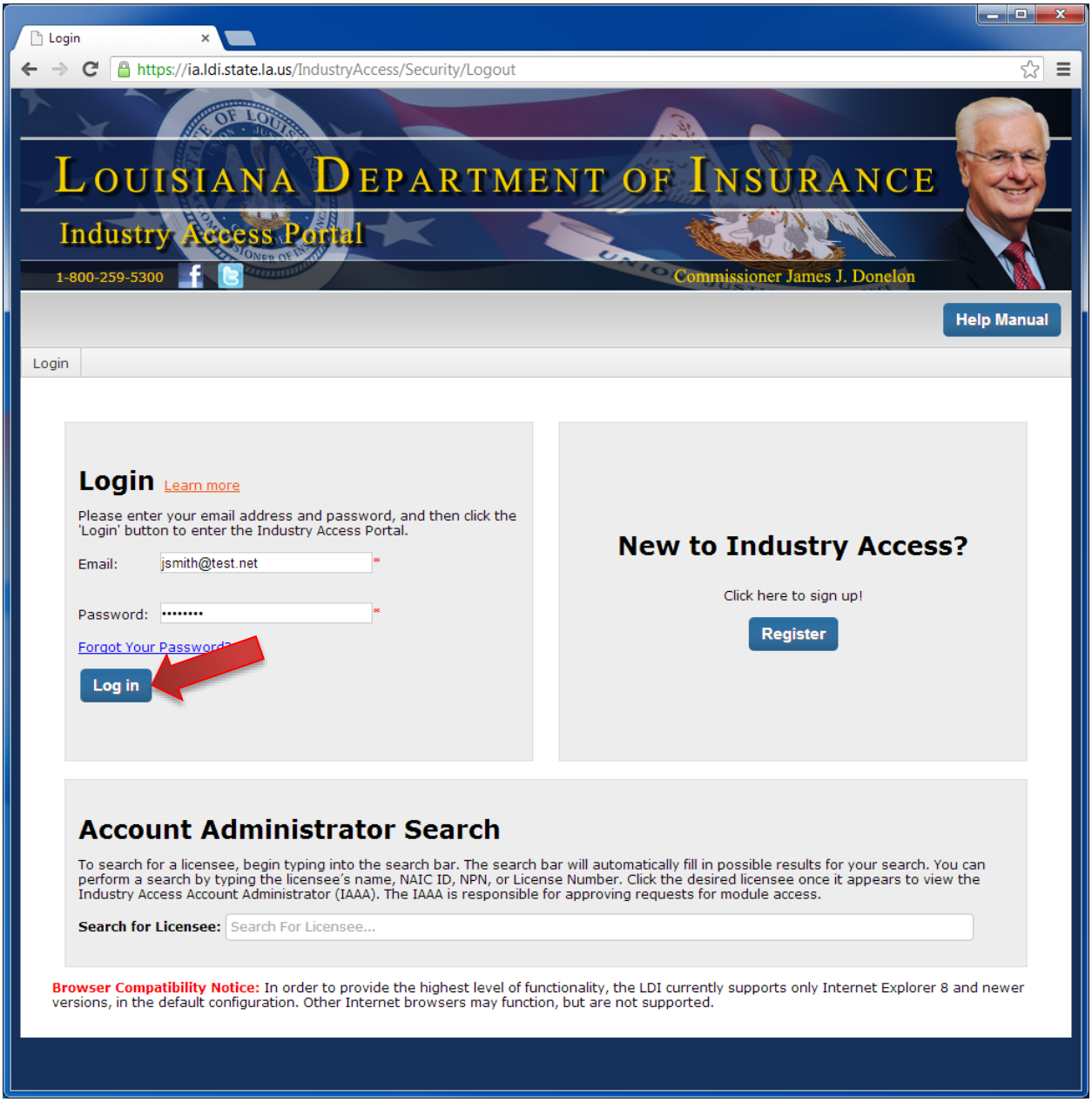
Help Manual
Login
Login Learn more
Please enter your email address and password, and then click the 'Login' button to enter the Industry Access Portal.
Email:
Password:
Forgot Your Password?
Log in
New to Industry Access?
Click here to sign up!
Register
Account Administrator Search
To search for a licensee, begin typing into the search bar. The search bar will automatically fill in possible results for your search. You can perform a search by typing the licensee's name, NAIC ID, NPN, or License Number. Click the desired licensee once it appears to view the Industry Access Account Administrator (IAAA). The IAAA is responsible for approving requests for module access.
Search for Licensee: This is a Test Company
Licensee: This is a Test Company
IA Administrator: Bernadine Jones
Administrator Email: bjones1tax@gmail.com
Administrator Phone: (225) 342-5825
Browser Compatibility Notice: In order to provide the highest level of functionality, the LDI currently supports only Internet Explorer 8 and newer versions, in the default configuration. Other Internet browsers may function, but are not supported.

Log into Industry Access

To log into the Industry Access Portal, enter the email address and password which you used to register. Then click the “Log in” button to open the Industry Access Home screen.

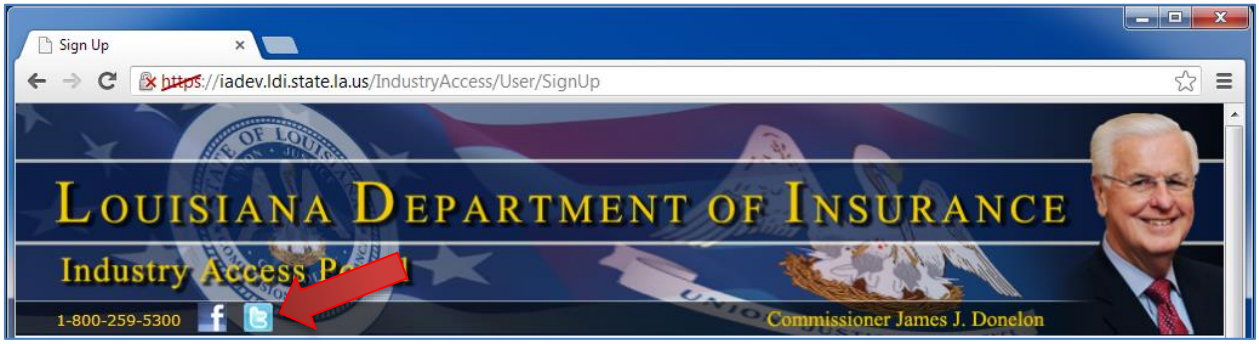

Login
https://ia.ldi.state.la.us/IndustryAccess/Security/Logout
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Help Manual
Login
Login
Learn more
Please enter your email address and password, and then click the 'Login' button to enter the Industry Access Portal.
Email:
jsmith@test.net
Password:
Forgot Your Password?
Log in
New to Industry Access?
Click here to sign up!
Register
Account Administrator Search
To search for a licensee, begin typing into the search bar. The search bar will automatically fill in possible results for your search. You can perform a search by typing the licensee's name, NAIC ID, NPN, or License Number. Click the desired licensee once it appears to view the Industry Access Account Administrator (IAAA). The IAAA is responsible for approving requests for module access.
Search for Licensee:
Search For Licensee...
Browser Compatibility Notice: In order to provide the highest level of functionality, the LDI currently supports only Internet Explorer 8 and newer versions, in the default configuration. Other Internet browsers may function, but are not supported.

Navigate the Industry Access Portal

Once you have logged in, all options contained within the banner and navigation bar will be available on all subsequent pages of the Industry Access portal.

Industry Access Banner

The Industry Access banner contains interactive links to the Louisiana Department of Insurance. Users navigating the portal with a device capable of placing calls can click the phone number to place a call directly to the LDI. To access the LDI's Facebook or Twitter account, click the appropriate icons.



Navigation Bar

The navigation bar contains links to various functions associated with your account. The Home, Request Module Access, and Your Modules screens can be accessed at any time in the portal.

Note: If you are an Industry Access Account Administrator, the navigation bar will also contain a link to the Grant Module Access screen.

Your Account

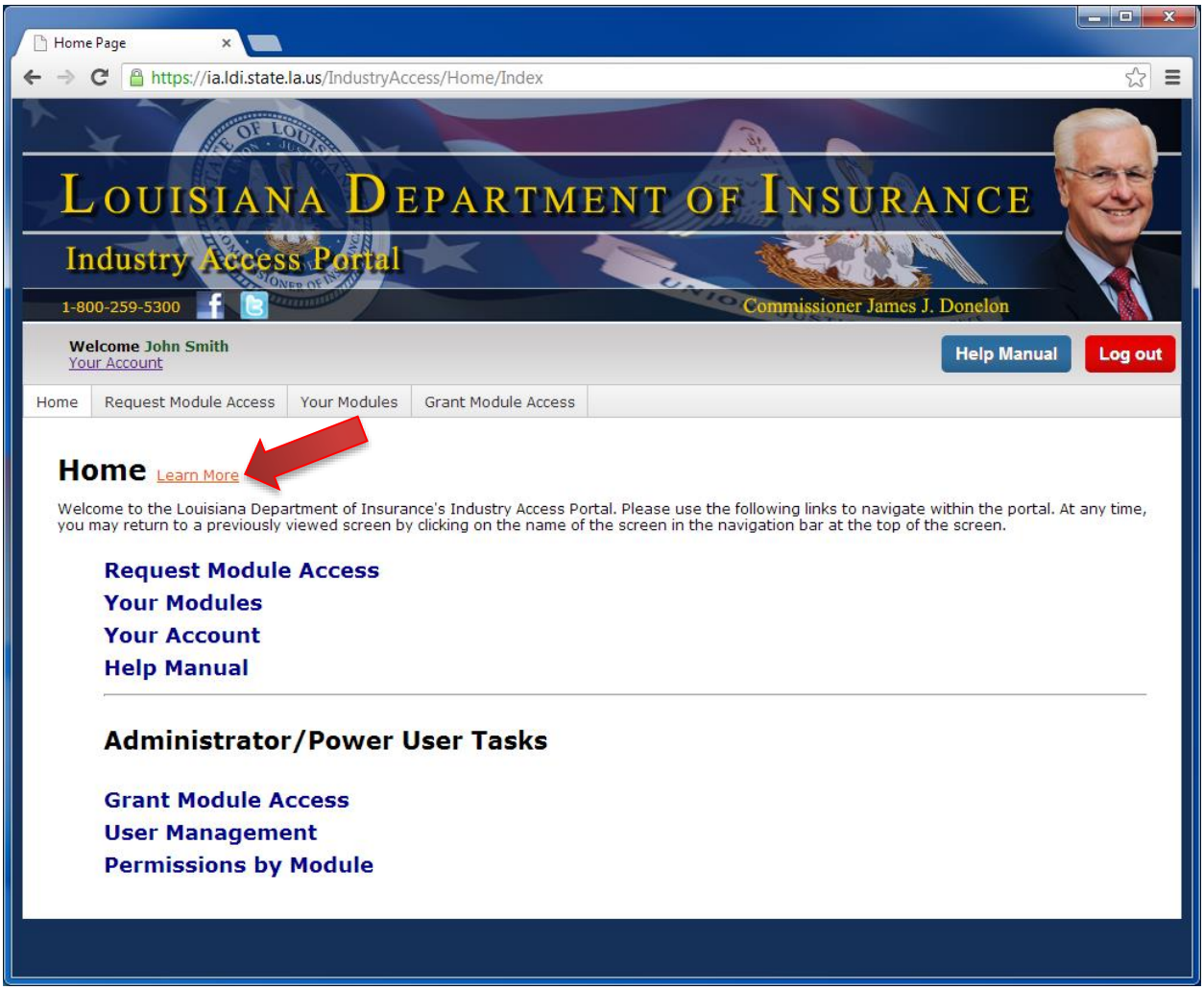
The navigation bar displays the name of the user logged in. To access your user account information, click on the "Your Account" link.

Log Out

To log out of Industry Access, click the "Log out" button in the navigation bar. You will be returned to the Log in screen.

Context-Sensitive Help

To view additional instructions for a screen, click the “Learn More” link beside the title text. This will automatically open the Help Manual to the applicable section.

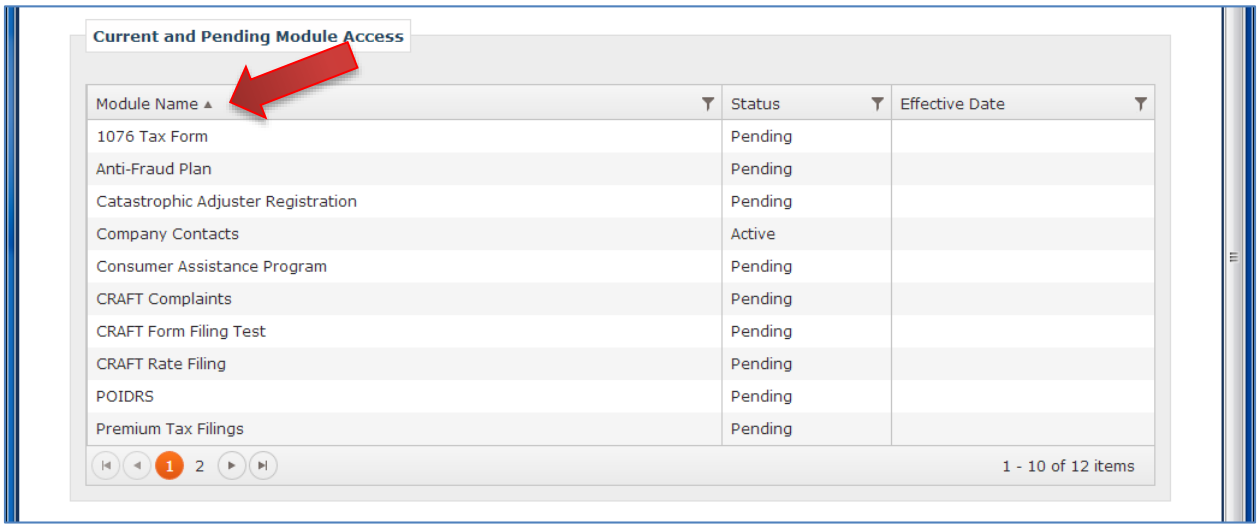

Home Page
https://ia.ldi.state.la.us/IndustryAccess/Home/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome John Smith
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Grant Module Access
Home
Learn More
Welcome to the Louisiana Department of Insurance's Industry Access Portal. Please use the following links to navigate within the portal. At any time, you may return to a previously viewed screen by clicking on the name of the screen in the navigation bar at the top of the screen.
Request Module Access
Your Modules
Your Account
Help Manual
Administrator/Power User Tasks
Grant Module Access
User Management
Permissions by Module

Grid Options

Many of the grids within the Industry Access Portal have sort, filter, and page options.

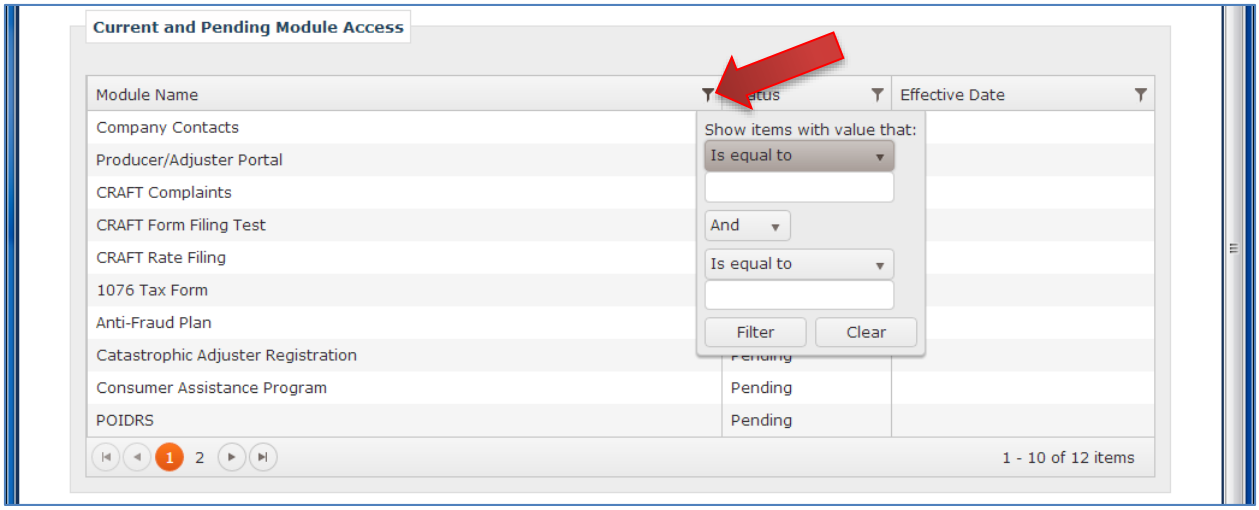
Sort

You can sort a grid by any column by clicking the column header. This will sort the grid in descending order. Click the column header again to sort by ascending order, and again to reset the sort.



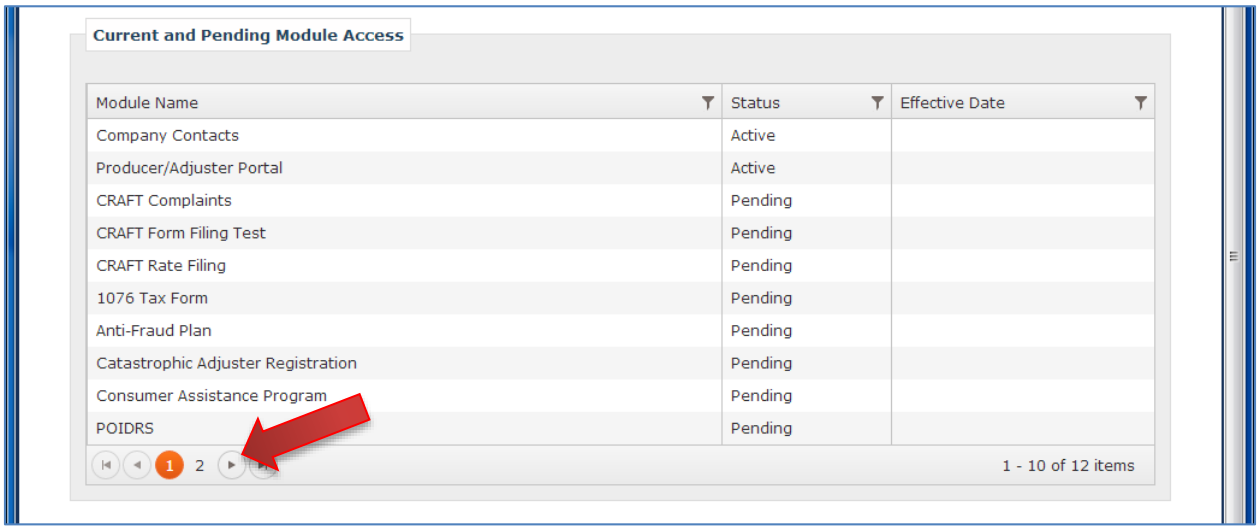
Filter

You can filter a grid by any column by clicking the filter icon for that column. In the filter menu, select the filter parameters, enter the filter criteria, and then click the “Filter” button. Click the “Clear” button to remove any filters you have added.



Page

If a grid contains multiple pages of records, navigate these pages by clicking the page number, or the arrow icons at the bottom of the grid.

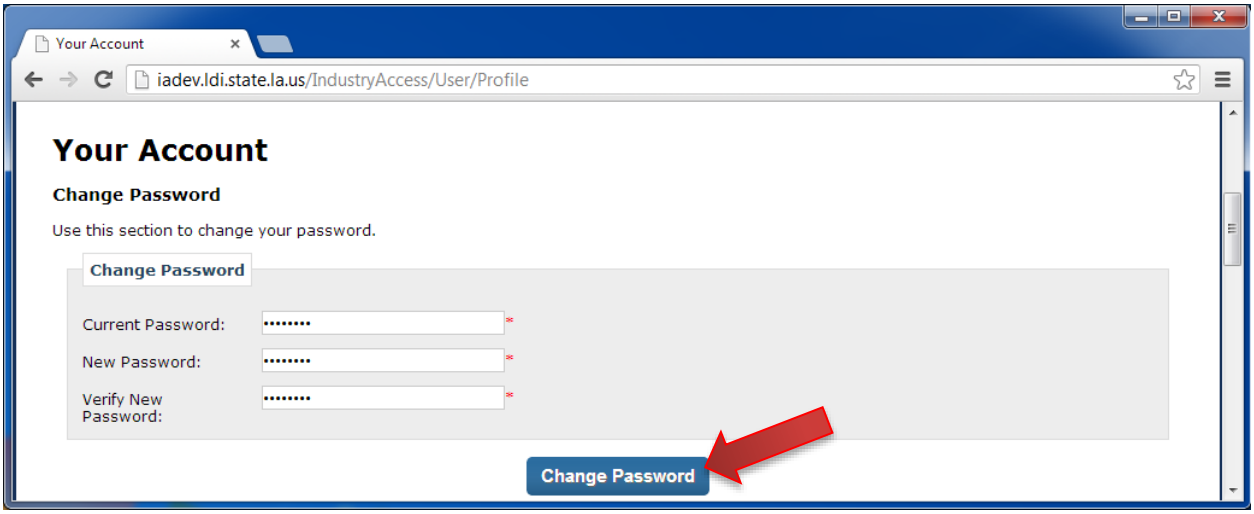


Edit Your Account

On the Your Account screen, you can edit your profile information or change the password for your account. Access this page by clicking the “Your Account” link in the navigation bar or on the Home screen.

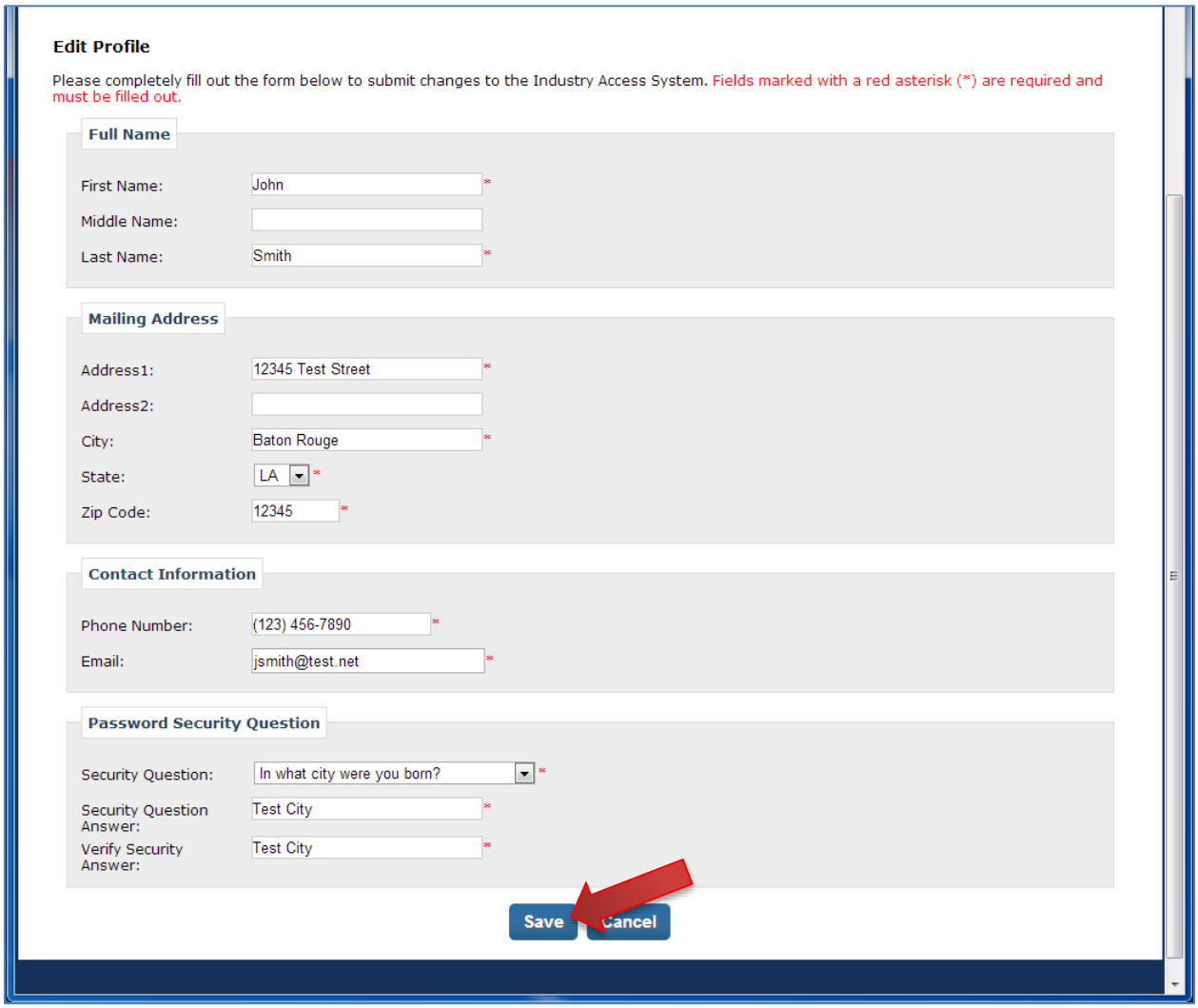
Change Password

To change your password, enter your current password in the “Current Password” field. Then enter a new password into both the “New Password” and “Verify New Password” fields. Click the “Change Password” button and your old password will be reset to the new password.



Edit Profile

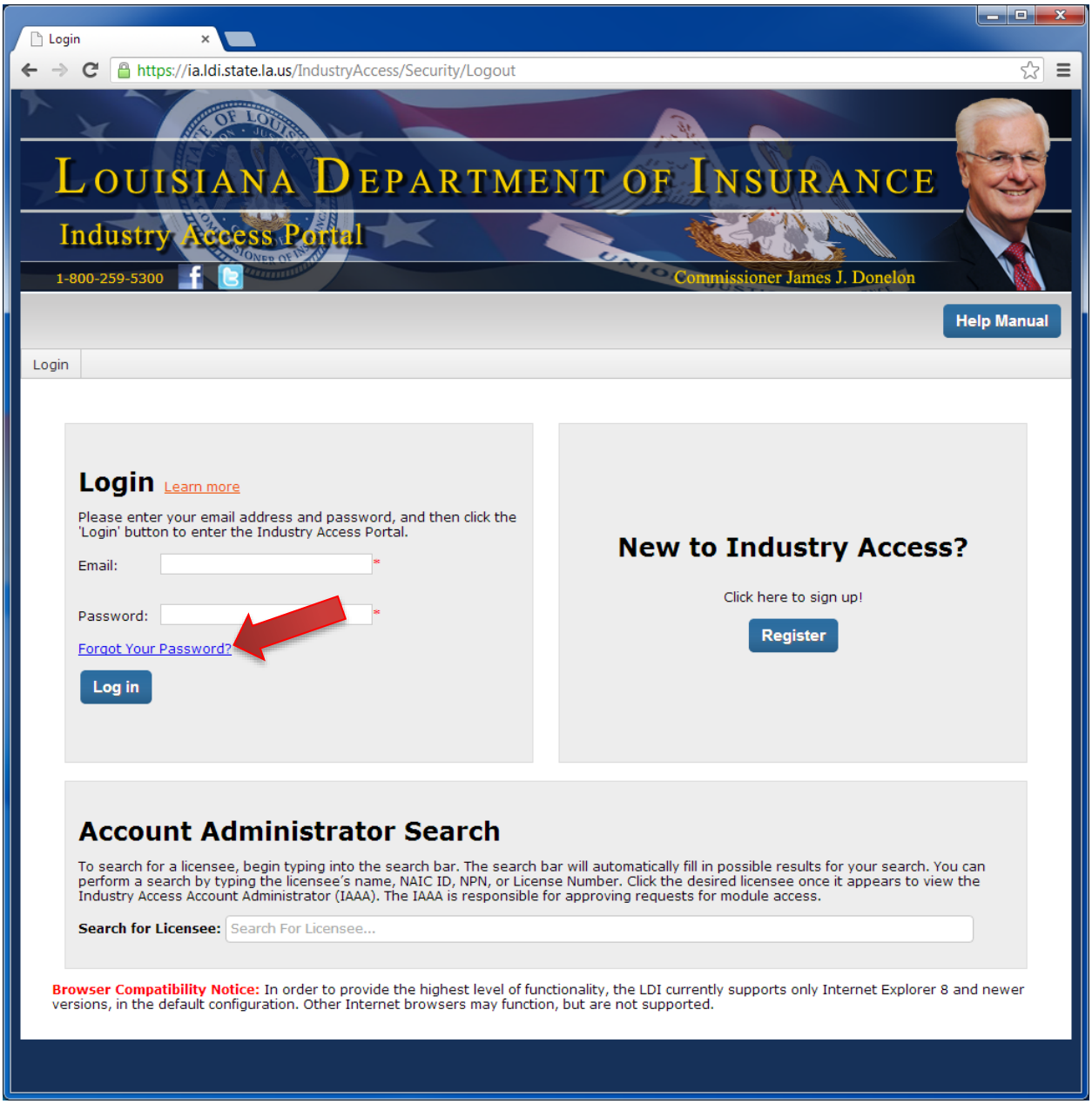
You may edit any of the fields in your profile, but all fields with a red asterisk must be filled out. Once you have finished editing, click the "Save" button to finalize your changes.



Note: If you are an Industry Access Account Administrator, your licensee(s) will be listed at the bottom of this screen.

Forgot Your Password?

If you have forgotten your password, click the “Forgot Your Password?” link in the “Login” section of the screen. This will open the Forgot Password screen.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Click here to sign up!
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Account Administrator Search
To search for a licensee, begin typing into the search bar. The search bar will automatically fill in possible results for your search. You can perform a search by typing the licensee's name, NAIC ID, NPN, or License Number. Click the desired licensee once it appears to view the Industry Access Account Administrator (IAAA). The IAAA is responsible for approving requests for module access.
Search for Licensee:
Search For Licensee...
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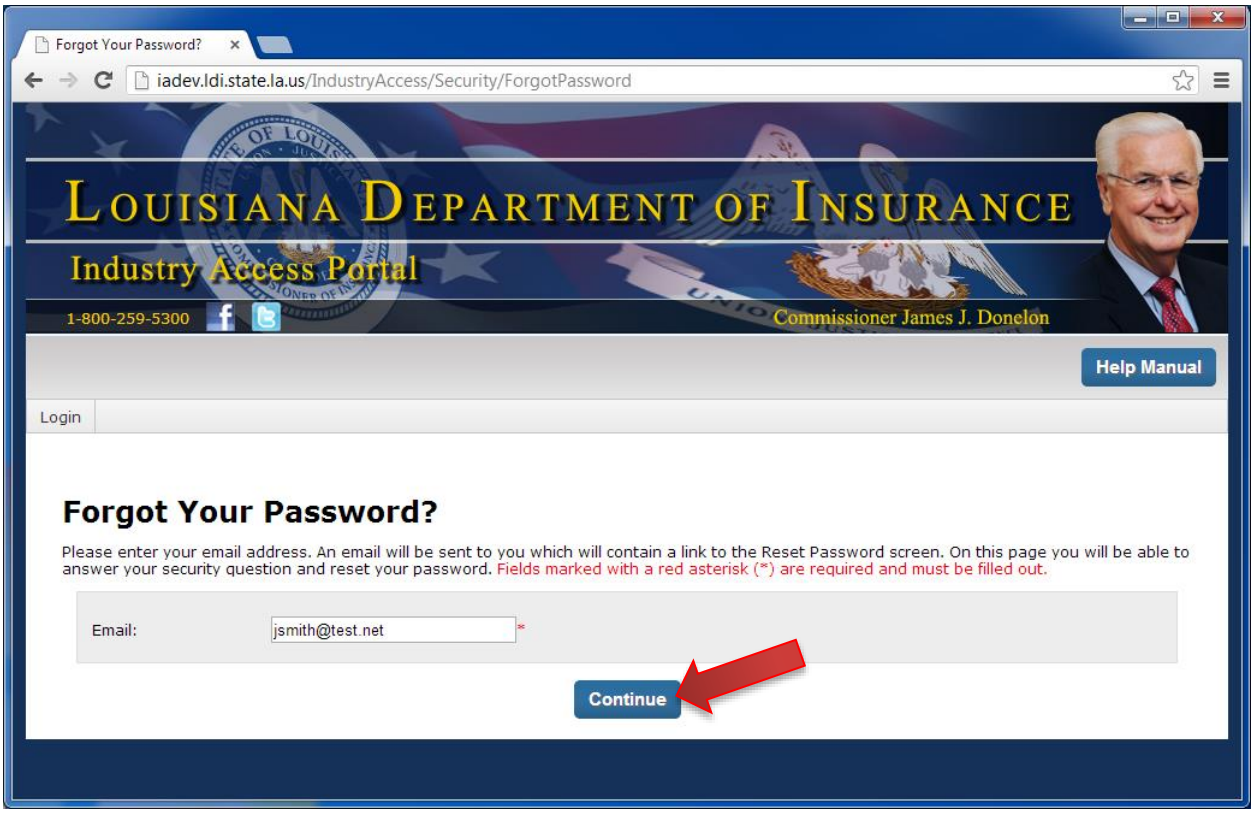
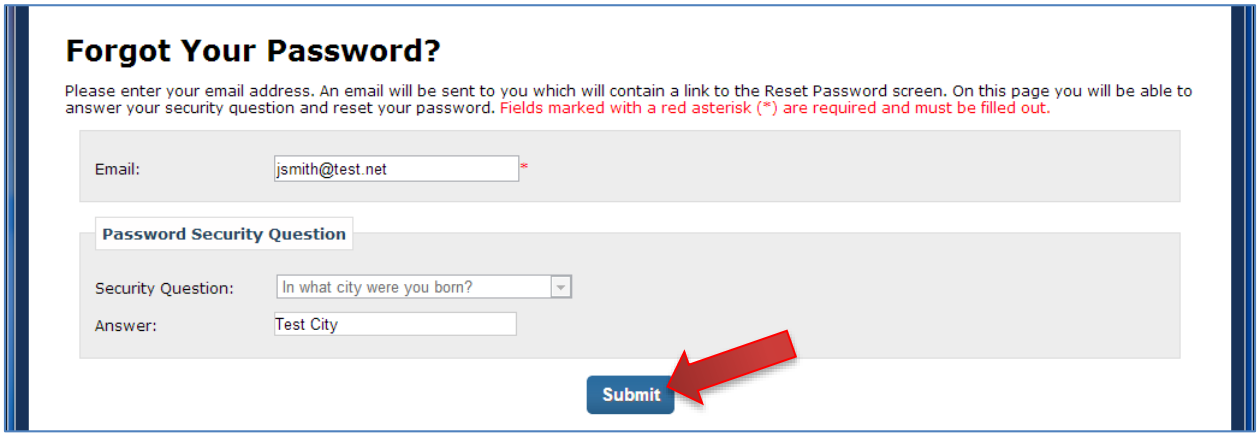
Reset Your Password

On the Forgot Password screen, enter the email address that you registered with into the Email field and click the “Continue” button.

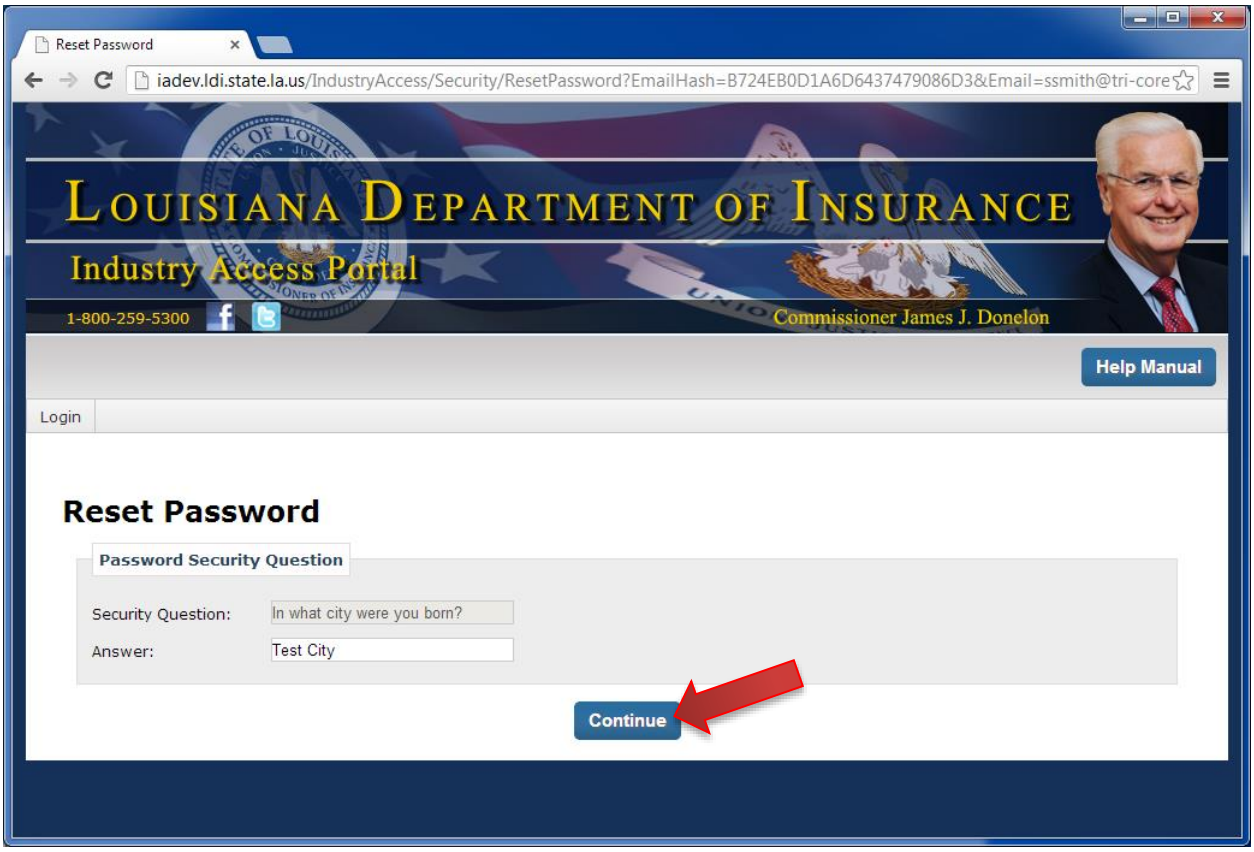

Forgot Your Password?
iadev.ldi.state.la.us/IndustryAccess/Security/ForgotPassword
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Help Manual
Login
Forgot Your Password?
Please enter your email address. An email will be sent to you which will contain a link to the Reset Password screen. On this page you will be able to answer your security question and reset your password. Fields marked with a red asterisk (*) are required and must be filled out.
Email:
jsmith@test.net
Continue

You will be prompted to answer your security question. Type the answer into the Answer field and then click the “Submit” button.

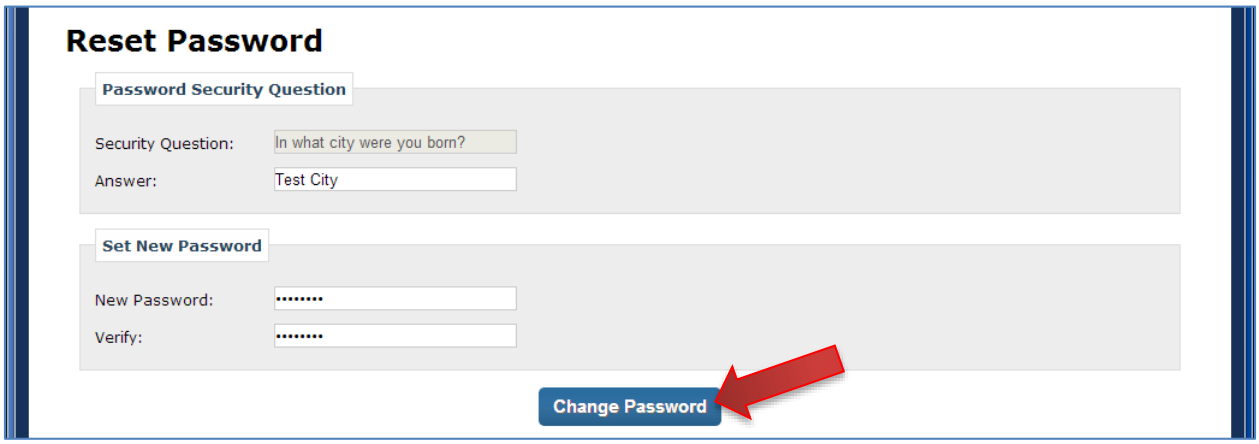

Forgot Your Password?
Please enter your email address. An email will be sent to you which will contain a link to the Reset Password screen. On this page you will be able to answer your security question and reset your password. Fields marked with a red asterisk (*) are required and must be filled out.
Email:
jsmith@test.net
Password Security Question
Security Question:
In what city were you born?
Answer:
Test City
Submit

You should receive an email within minutes with a web link to reset your password. Click on the link or cut and paste the link into your internet browser. This will open the Reset Password screen.

On the Reset Password screen, you will be prompted to answer your security question. Type the answer into the Answer field and then click the “Submit” button. The New Password screen will open.



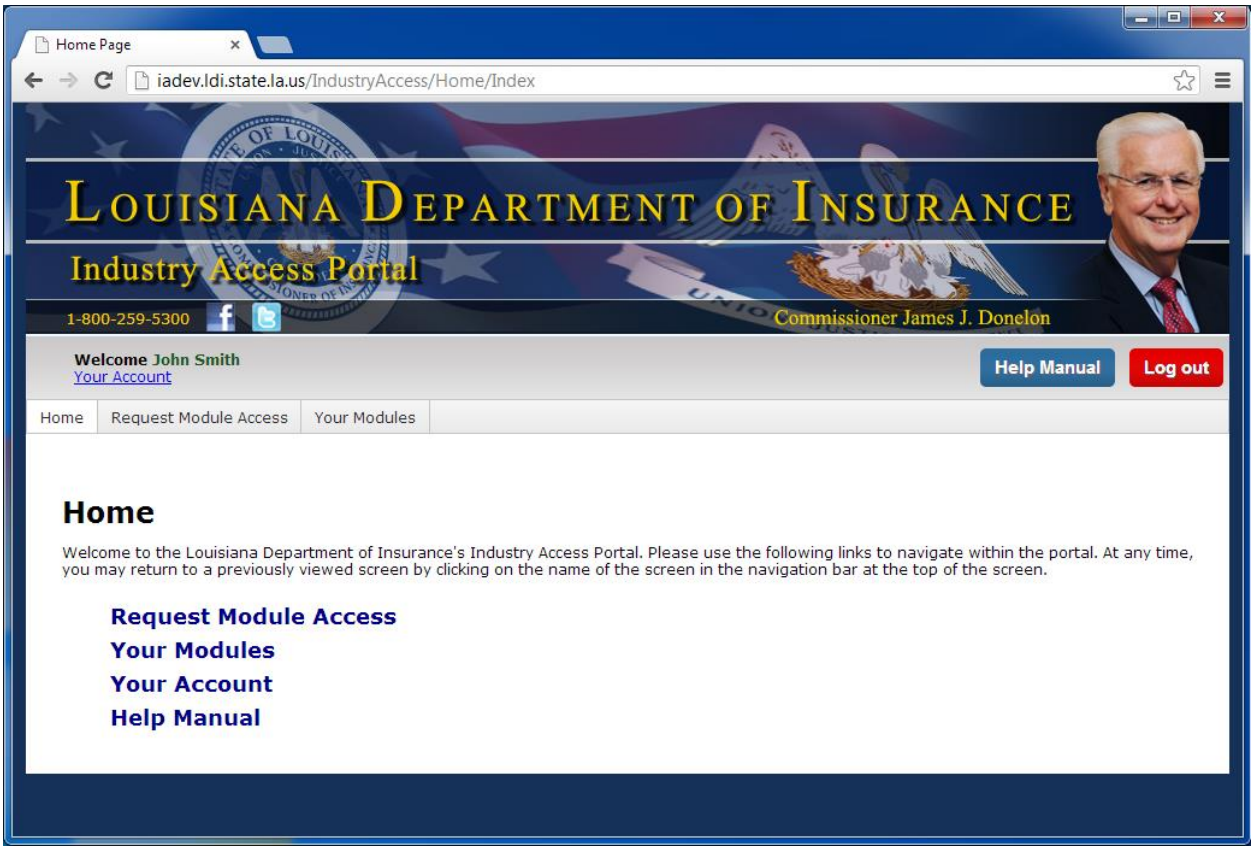
Type a new password into the New Password field and again into the Verify field. Then click the “Change Password” button. Your password has now been changed.



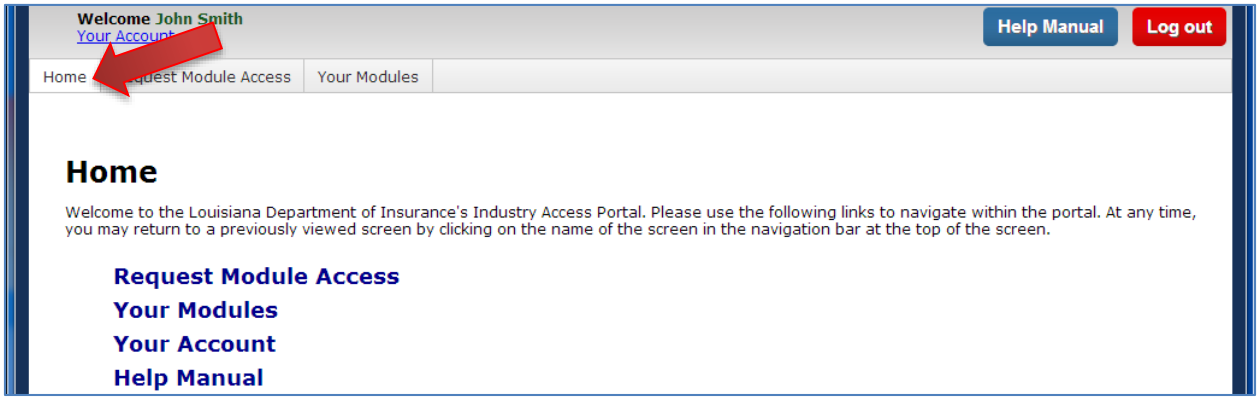
Home Screen

For regular industry users, the Home screen will contain the following links:

- Request Module Access
- Your Modules
- Your Account
- Help Manual

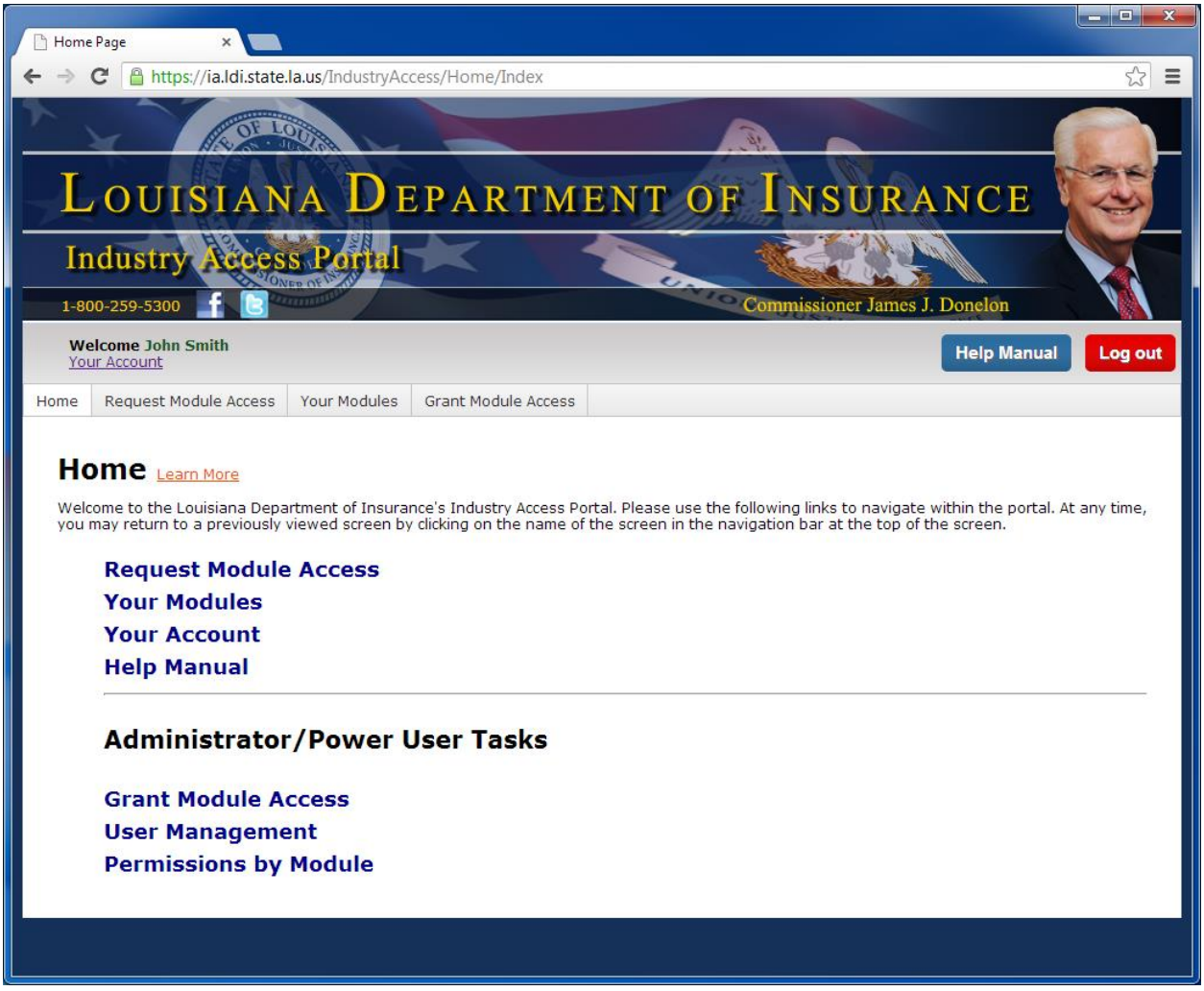

Home Page
iadev.ldi.state.la.us/IndustryAccess/Home/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome John Smith
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Home
Welcome to the Louisiana Department of Insurance's Industry Access Portal. Please use the following links to navigate within the portal. At any time, you may return to a previously viewed screen by clicking on the name of the screen in the navigation bar at the top of the screen.
Request Module Access
Your Modules
Your Account
Help Manual

Note: You may return to the Home screen at any time by clicking the "Home" link in the navigation bar.


Welcome John Smith
Your Account
Help Manual
Log out
Home
Your Modules
Home
Welcome to the Louisiana Department of Insurance's Industry Access Portal. Please use the following links to navigate within the portal. At any time, you may return to a previously viewed screen by clicking on the name of the screen in the navigation bar at the top of the screen.
Request Module Access
Your Modules
Your Account
Help Manual

For Industry Access Account Administrators and Power Users, the Home screen will contain the following links:

- Request Module Access
- Your Modules
- Your Account
- Help Manual
- Grant Module Access
- User Management
- Permissions by Module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Industry Access Portal
1-800-259-5300
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Welcome John Smith
Your Account
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Log out
Home
Request Module Access
Your Modules
Grant Module Access
Home
Learn More
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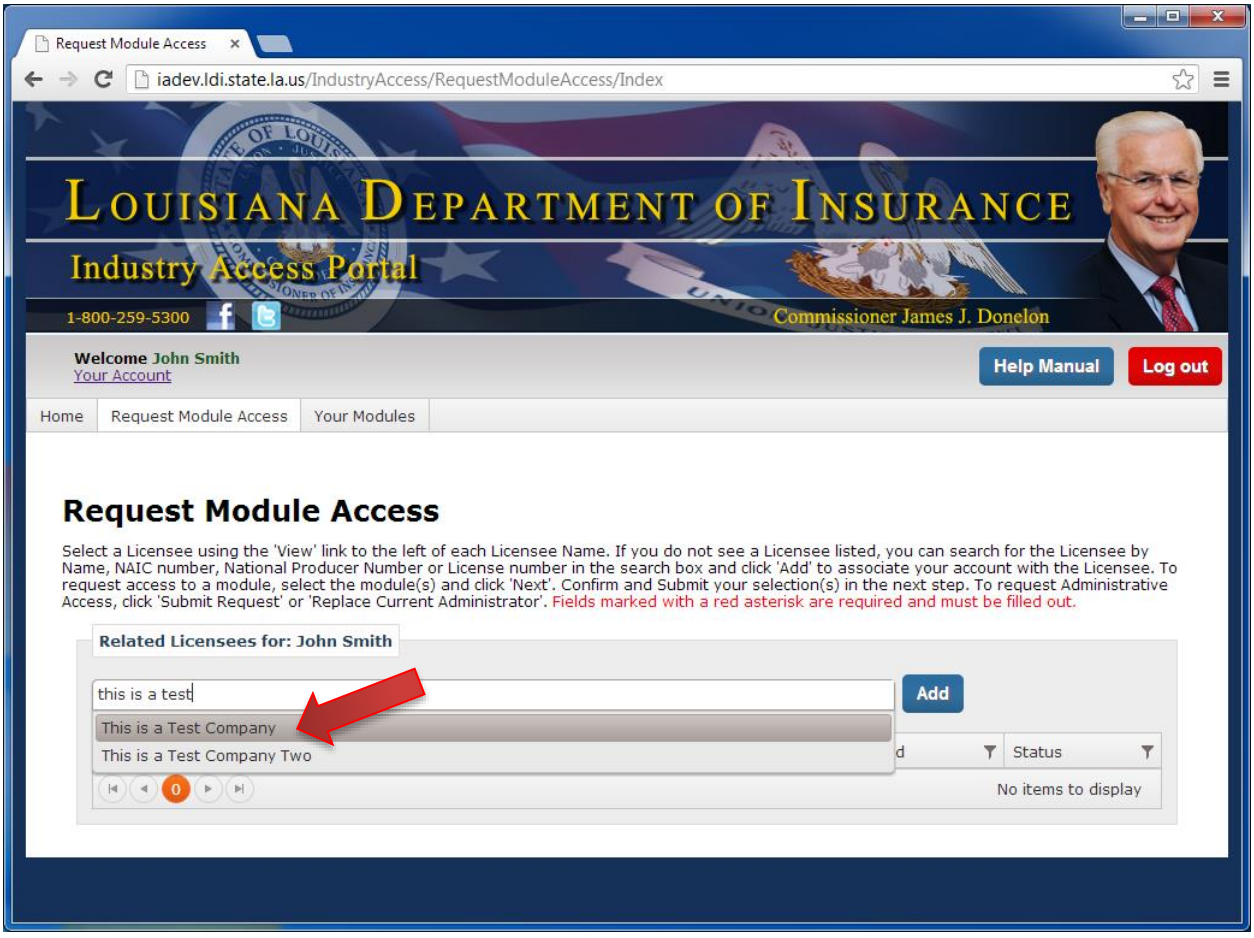
Request Module Access
Your Modules
Your Account
Help Manual
Administrator/Power User Tasks
Grant Module Access
User Management
Permissions by Module

Note: Power Users will have access to all of the same screens and functions as the IAAA, with the exception of the User Management screen.

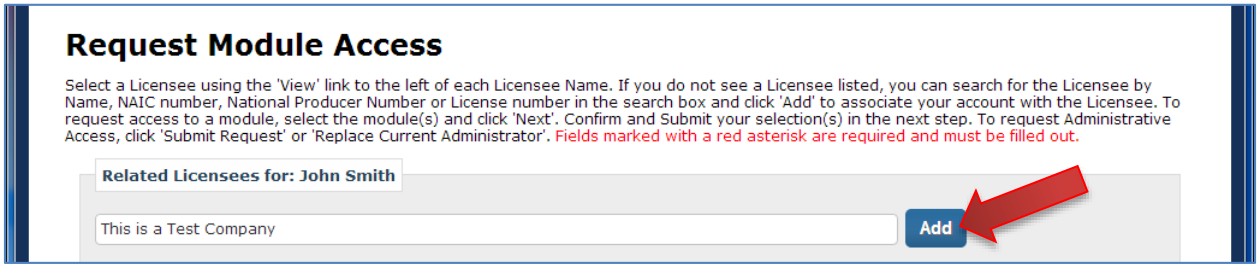
Associate your Account with a Licensee

On the Request Module Access screen, you can request Industry Access Account Administrator status, or request access to modules for licensees. Before you can perform these actions, you must first associate your account with a licensee.

To search for a licensee, begin typing into the search bar. The search bar will automatically fill in possible results for your search. You can perform a search by typing the licensee's name, NAIC ID, NPN, or License Number. Click the desired licensee once it appears to select it.

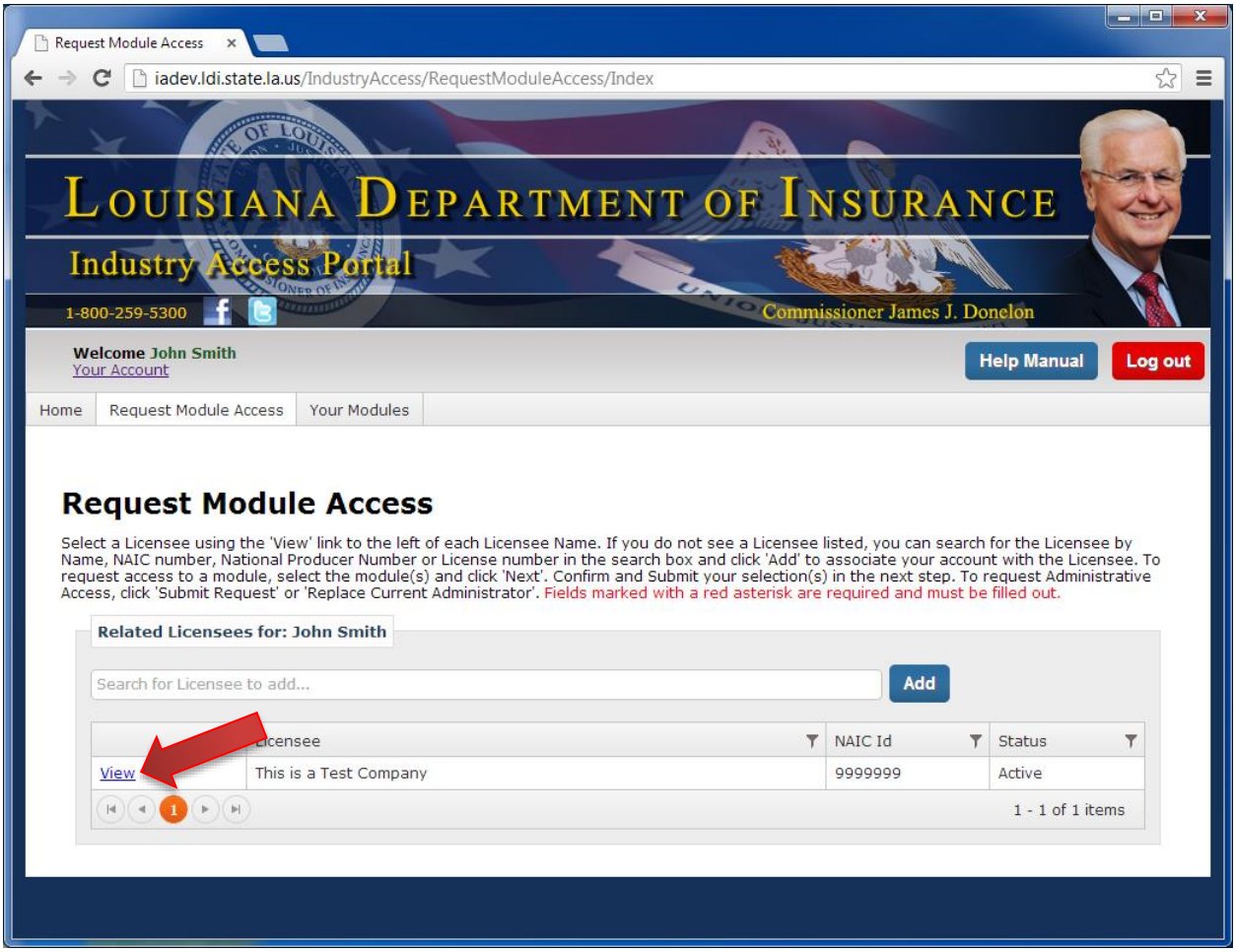

Request Module Access
iadev.ldi.state.la.us/IndustryAccess/RequestModuleAccess/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome John Smith
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Request Module Access
Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.
Related Licensees for: John Smith
this is a test
Add
This is a Test Company
This is a Test Company Two
Status
No items to display

The selected licensee will populate the search field. Now click the "Add" button to add it to the Related Licensees grid. You may now request Administrator status or access to modules for that licensee.

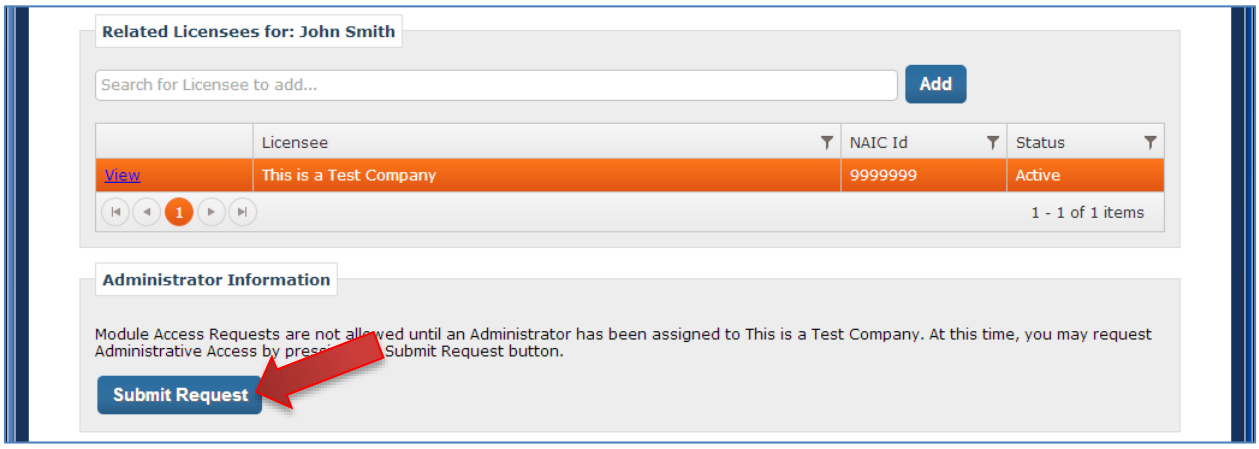

Request Module Access
Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.
Related Licensees for: John Smith
This is a Test Company
Add

Request Industry Access Account Administrator Status

To begin your request, click the “View” link in the Related Licensees grid.

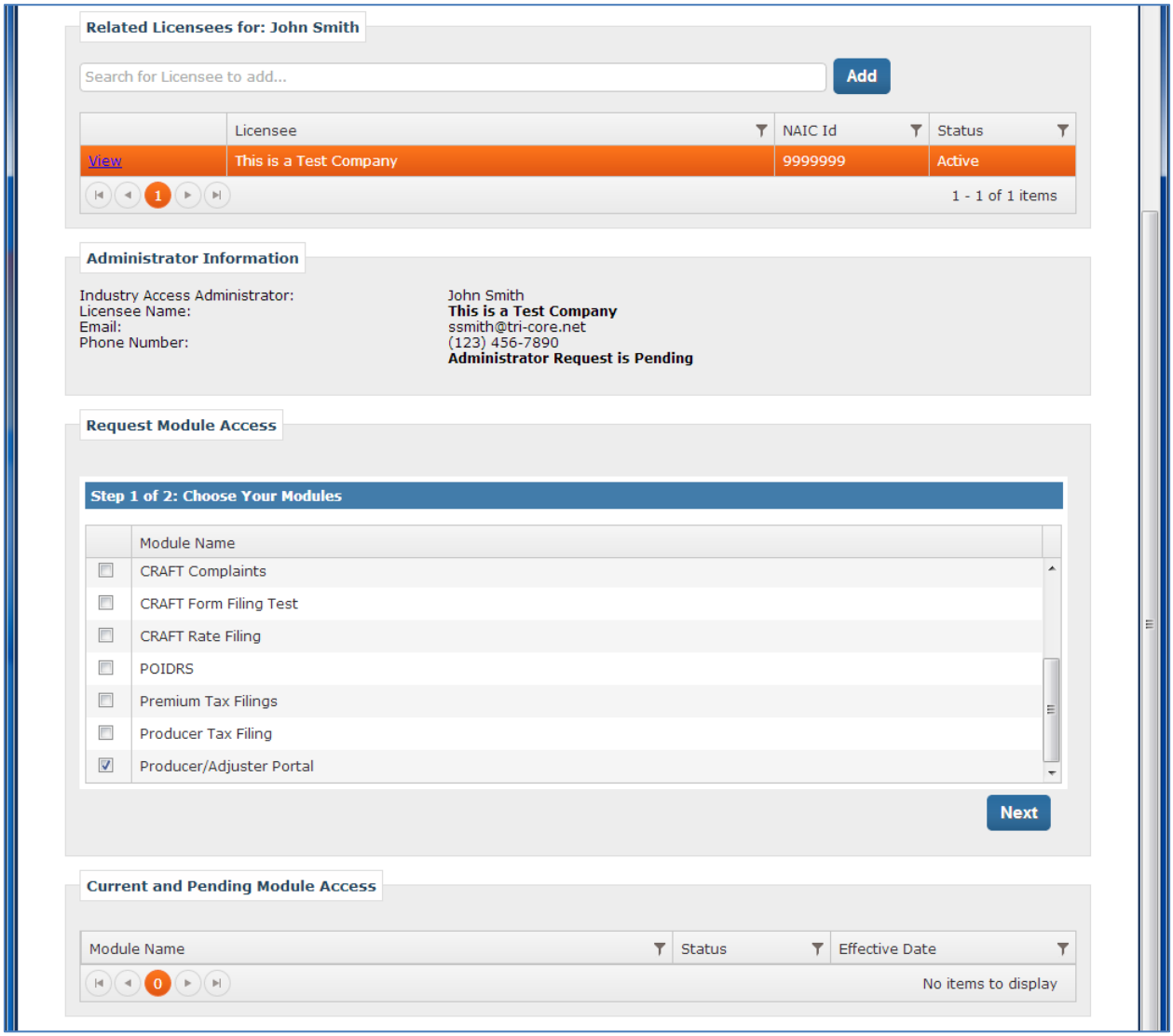

Request Module Access
iadev.ldi.state.la.us/IndustryAccess/RequestModuleAccess/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome John Smith
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Request Module Access
Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.
Related Licensees for: John Smith
Search for Licensee to add...
Add
Licensee
NAIC Id
Status
View
This is a Test Company
9999999
Active
1 - 1 of 1 items

The screen will display the current IAAA information for that licensee. If the licensee does not have an Industry Access Account Administrator, you will have the option to request to become the IAAA. Click the “Submit Request” button. You will receive an email confirming that your request.


Related Licensees for: John Smith
Search for Licensee to add...
Add
Licensee
NAIC Id
Status
View
This is a Test Company
9999999
Active
1 - 1 of 1 items
Administrator Information
Module Access Requests are not allowed until an Administrator has been assigned to This is a Test Company. At this time, you may request Administrative Access by pressing the Submit Request button.
Submit Request

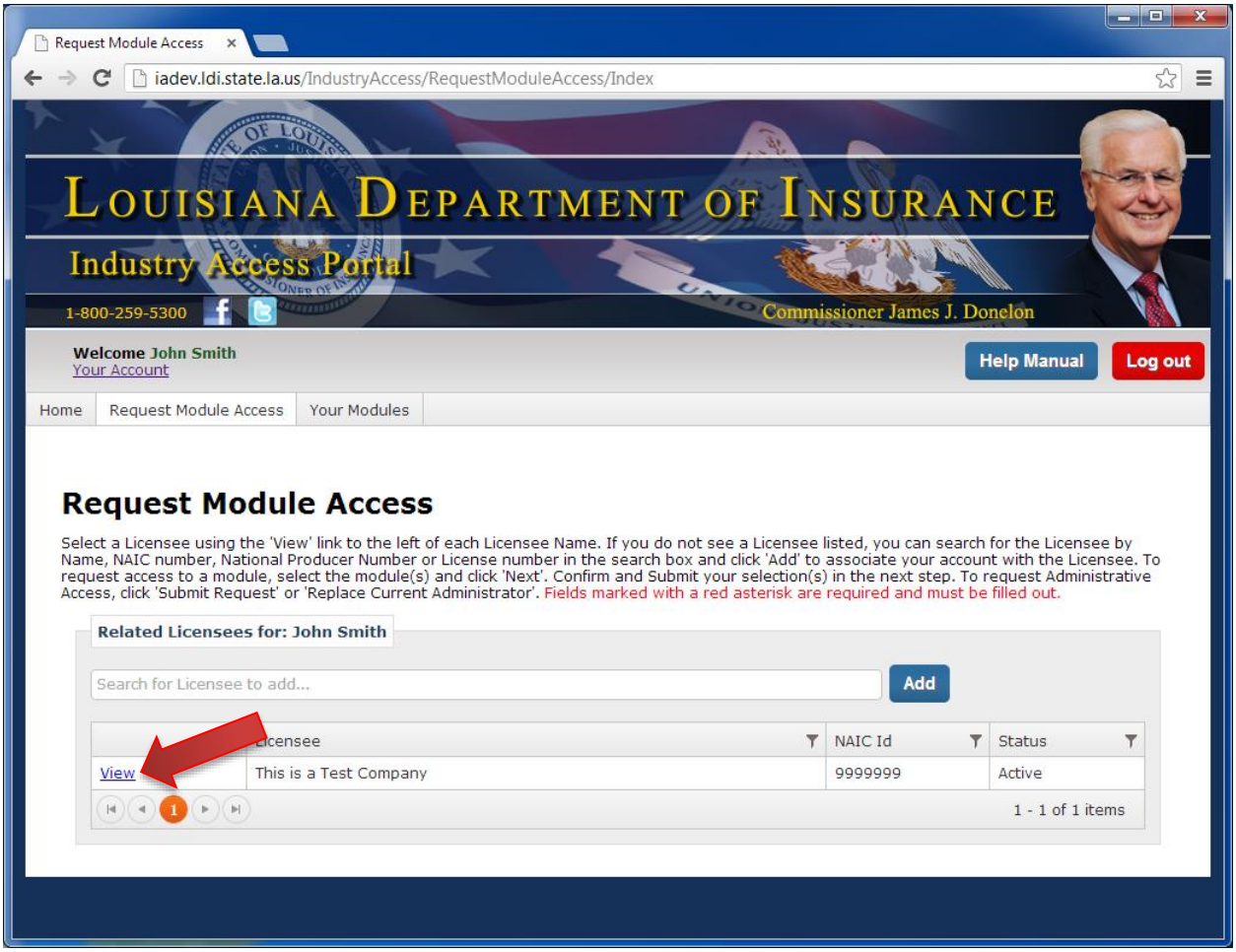
Note: It will typically take up to 24 hours for an administrator at the Louisiana Department of Insurance to grant or deny your request. You will receive an email notification once he or she has acted on your request.

While your IAAA request is pending, you will have the option to request access to modules. If/when your IAAA request is approved, you will automatically be granted access to the requested modules.

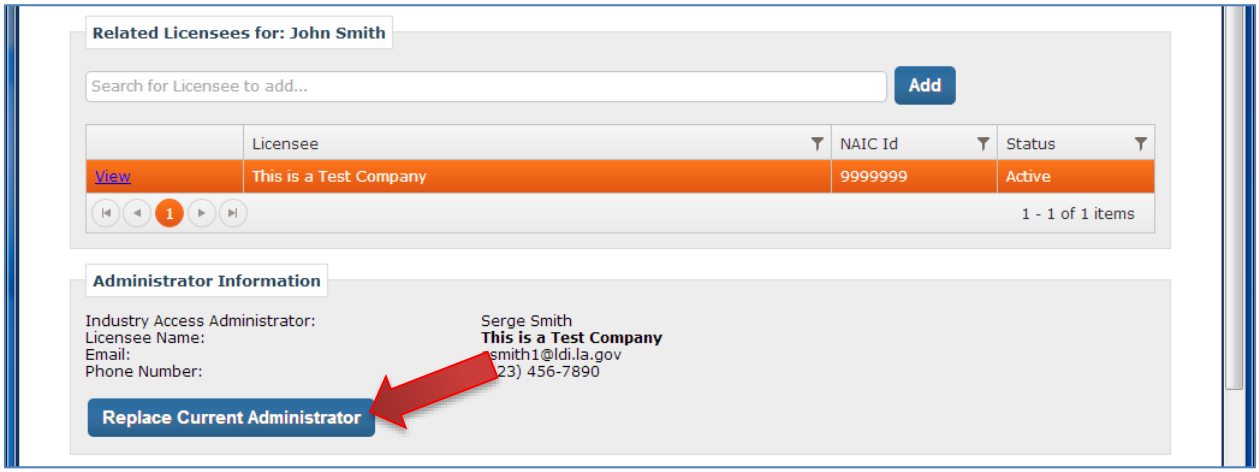


Replace Current Industry Access Account Administrator

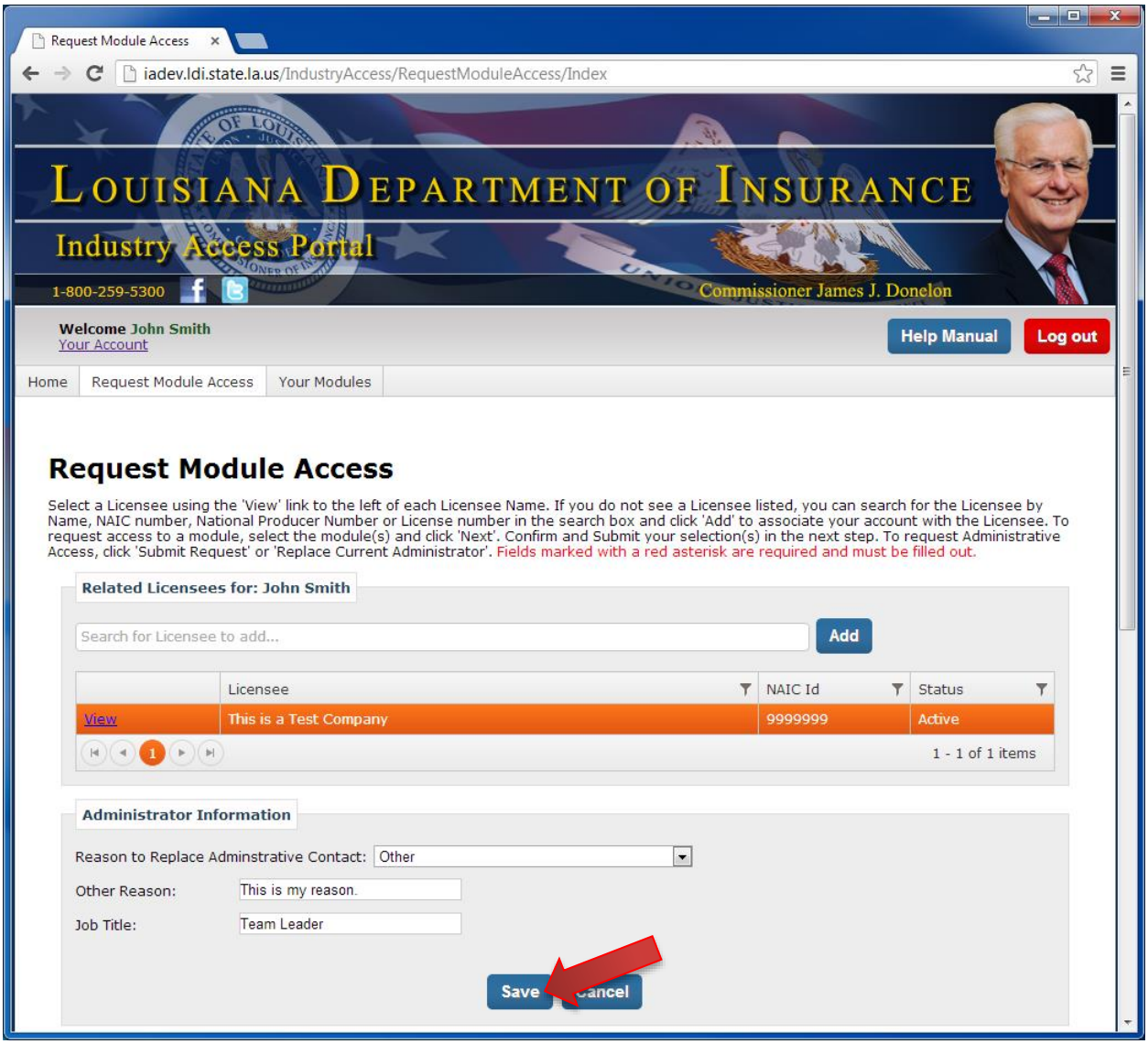
To begin your request, click the “View” link in the Related Licensees grid.


Request Module Access
iadev.ldi.state.la.us/IndustryAccess/RequestModuleAccess/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome John Smith
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Request Module Access
Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.
Related Licensees for: John Smith
Search for Licensee to add...
Add
Licensee
NAIC Id
Status
View
This is a Test Company
9999999
Active
1 - 1 of 1 items

The screen will display the current IAAA information for that licensee. Click the “Replace Current Administrator” button.

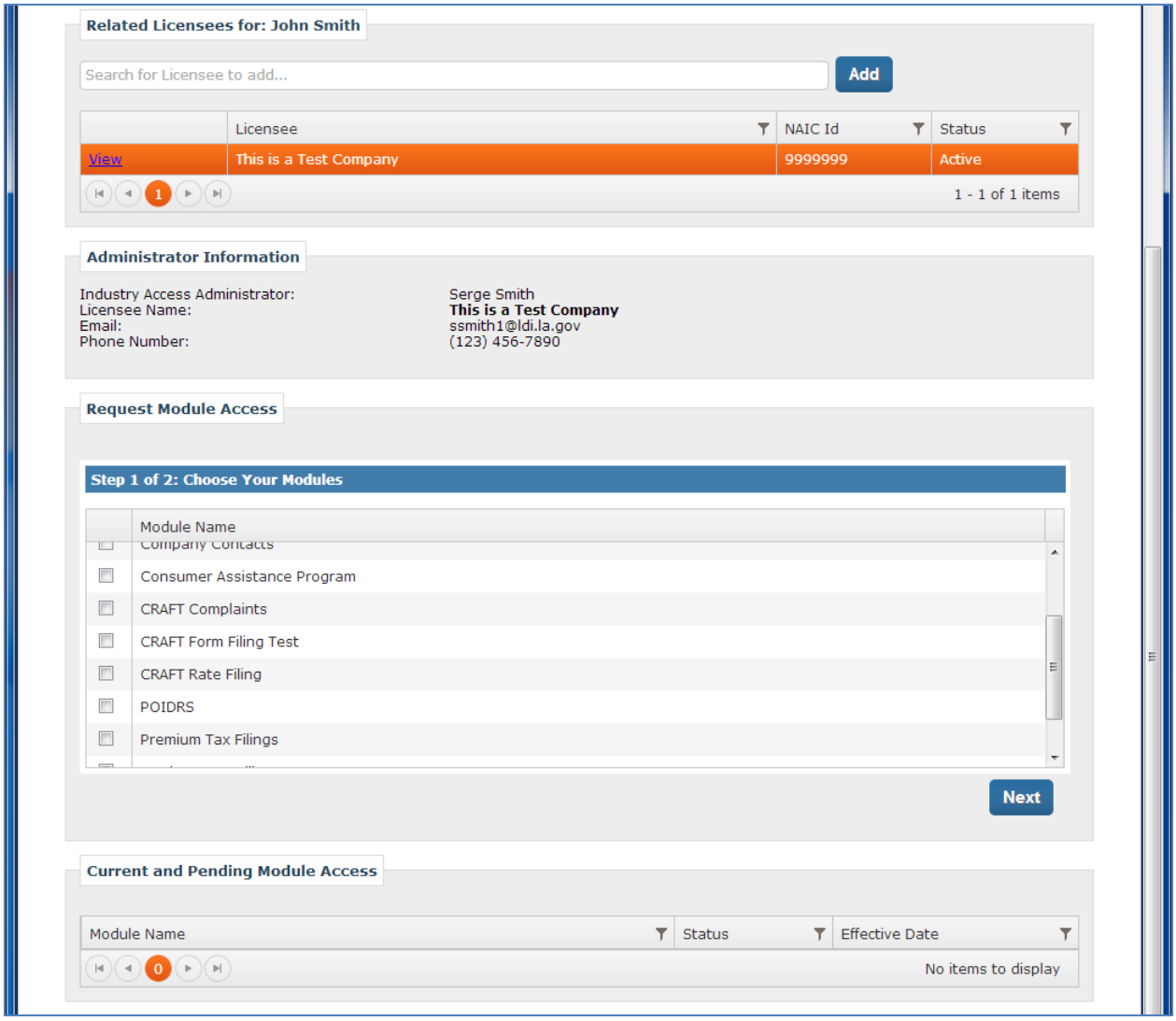


Select the reason that you are requesting to replace the current IAAA from the dropdown box. If your reason does not appear in the dropdown box, select “Other,” and then enter the reason into the Other Reason field. Enter your job title into the Job Title field. Click “Save” to submit your request.


Request Module Access
iadev.ldi.state.la.us/IndustryAccess/RequestModuleAccess/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome John Smith
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Request Module Access
Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.
Related Licensees for: John Smith
Search for Licensee to add...
Add
Licensee
NAIC Id
Status
View
This is a Test Company
9999999
Active
1 - 1 of 1 items
Administrator Information
Reason to Replace Adminstrative Contact:
Other
Other Reason:
This is my reason.
Job Title:
Team Leader
Save

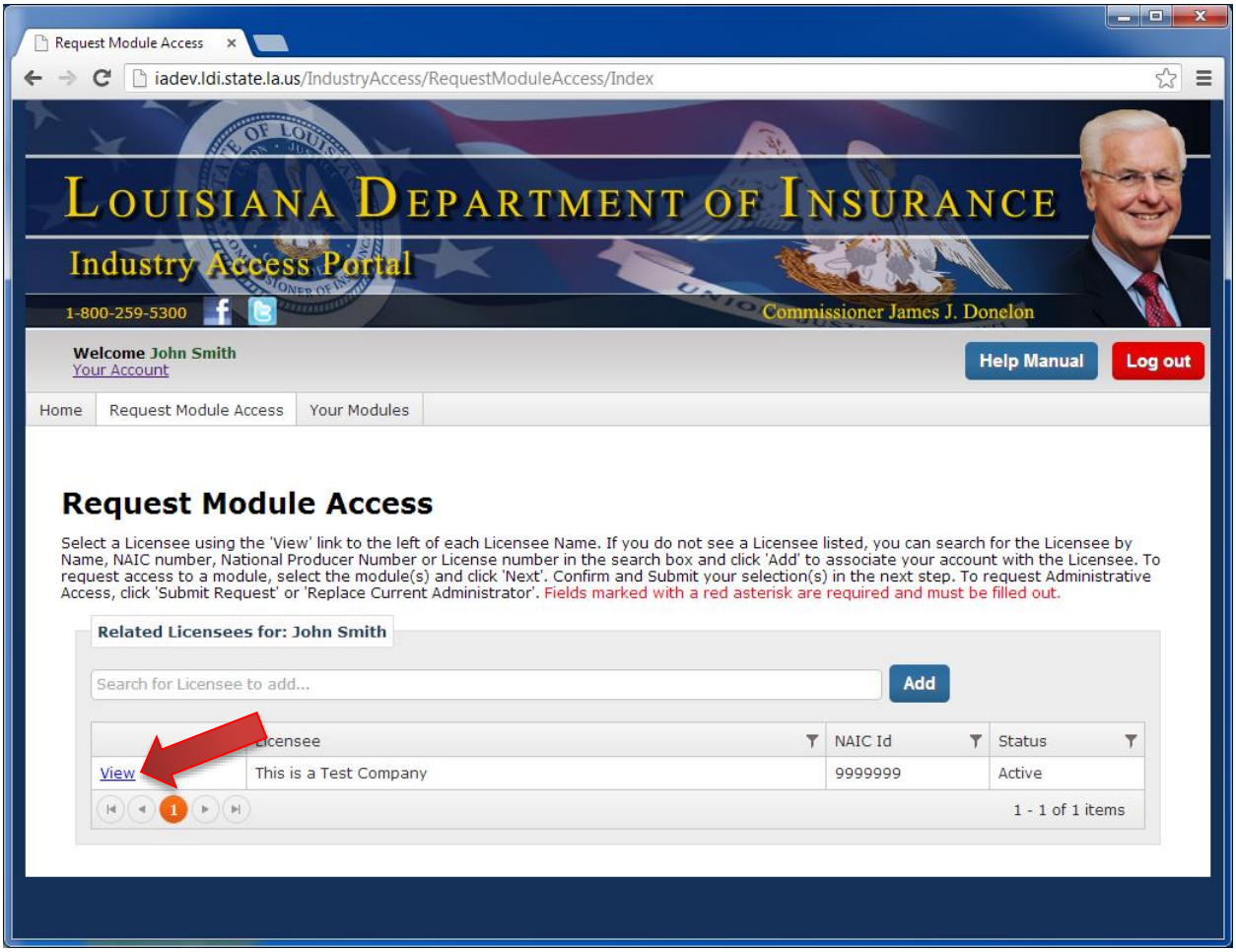
Note: It will typically take up to 24 hours for an administrator at the Louisiana Department of Insurance to grant or deny your request. You will receive an email notification once he or she has acted on your request.

While your IAAA request is pending, you will have the option to request access to modules. If your IAAA request is approved, you will automatically be granted access to the requested modules.

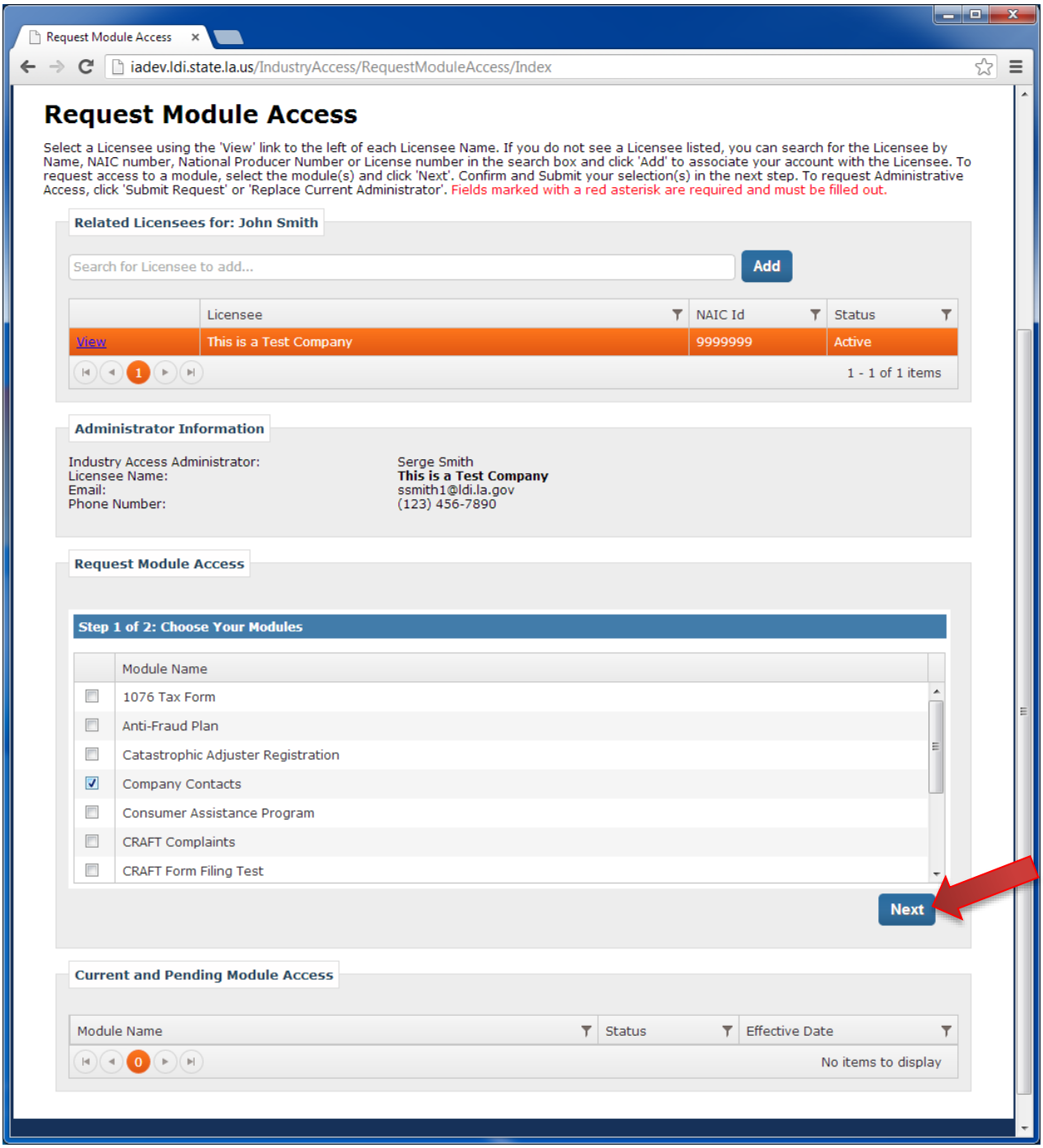


Request Module Access

To begin your request, click the “View” link in the Related Licensees grid.

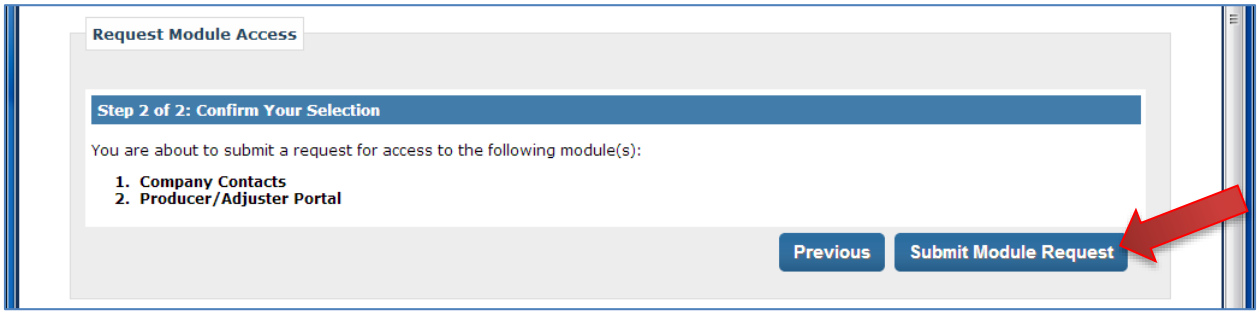

Request Module Access
iadev.ldi.state.la.us/IndustryAccess/RequestModuleAccess/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome John Smith
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Request Module Access
Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.
Related Licensees for: John Smith
Search for Licensee to add...
Add
Licensee
NAIC Id
Status
View
This is a Test Company
9999999
Active
1 - 1 of 1 items

The modules available for the selected licensee will be displayed in the Request Module Access wizard. Click the checkbox for the module(s) to which you would like to request access, and then click the "Next" button.


Request Module Access
iadev.ldi.state.la.us/IndustryAccess/RequestModuleAccess/Index
Request Module Access
Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.
Related Licensees for: John Smith
Search for Licensee to add...
Add
Licensee
NAIC Id
Status
View
This is a Test Company
9999999
Active
1 - 1 of 1 items
Administrator Information
Industry Access Administrator: Serge Smith
Licensee Name: This is a Test Company
Email: ssmith1@ldi.la.gov
Phone Number: (123) 456-7890
Request Module Access
Step 1 of 2: Choose Your Modules
Module Name
1076 Tax Form
Anti-Fraud Plan
Catastrophic Adjuster Registration
Company Contacts
Consumer Assistance Program
CRAFT Complaints
CRAFT Form Filing Test
Next
Current and Pending Module Access
Module Name
Status
Effective Date
No items to display

Note: If the licensee is a producer or adjuster, the Producer/Adjuster Portal module will already be selected.

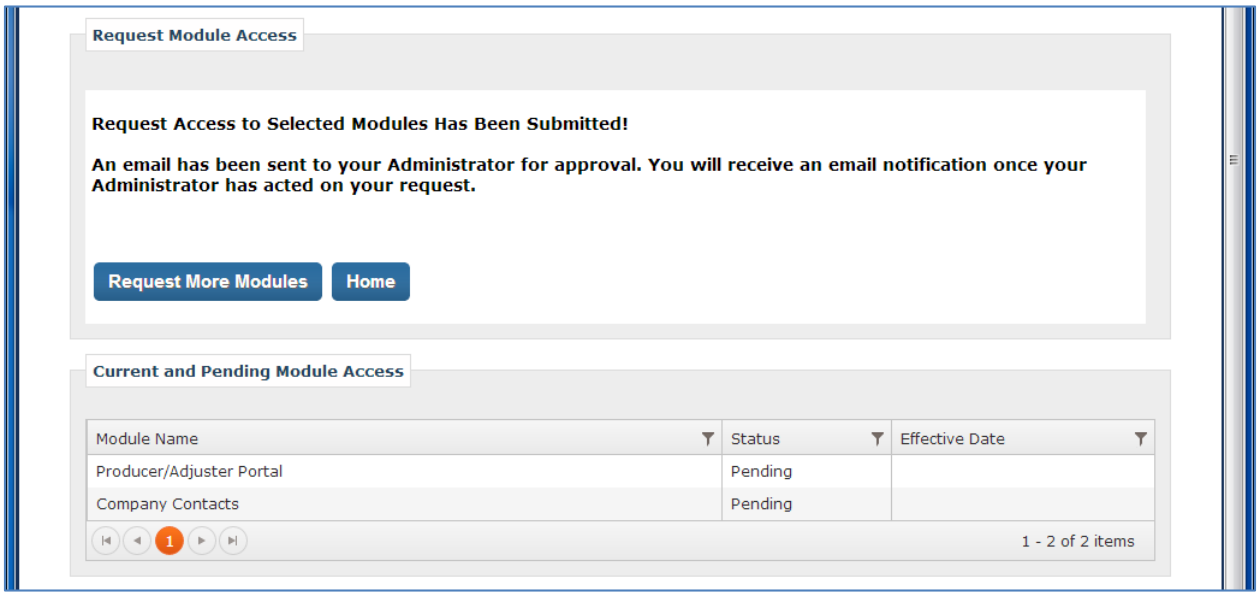
You will be prompted to verify your request. If you would like to complete the request, click the "Submit Module Request" button. If you would like to edit the selected modules, click the "Previous" button to return to the previous step.


Request Module Access
Step 2 of 2: Confirm Your Selection
You are about to submit a request for access to the following module(s):
1. Company Contacts
2. Producer/Adjuster Portal
Previous
Submit Module Request

Your request has now been submitted and will appear in Current and Pending Module Access grid at the bottom of this page. The system will generate an email to the IAAA, and you will receive an email notification once the IAAA has acted on your request.

Note: If you request access to modules for a licensee for which you are the IAAA, your requests will be automatically granted.

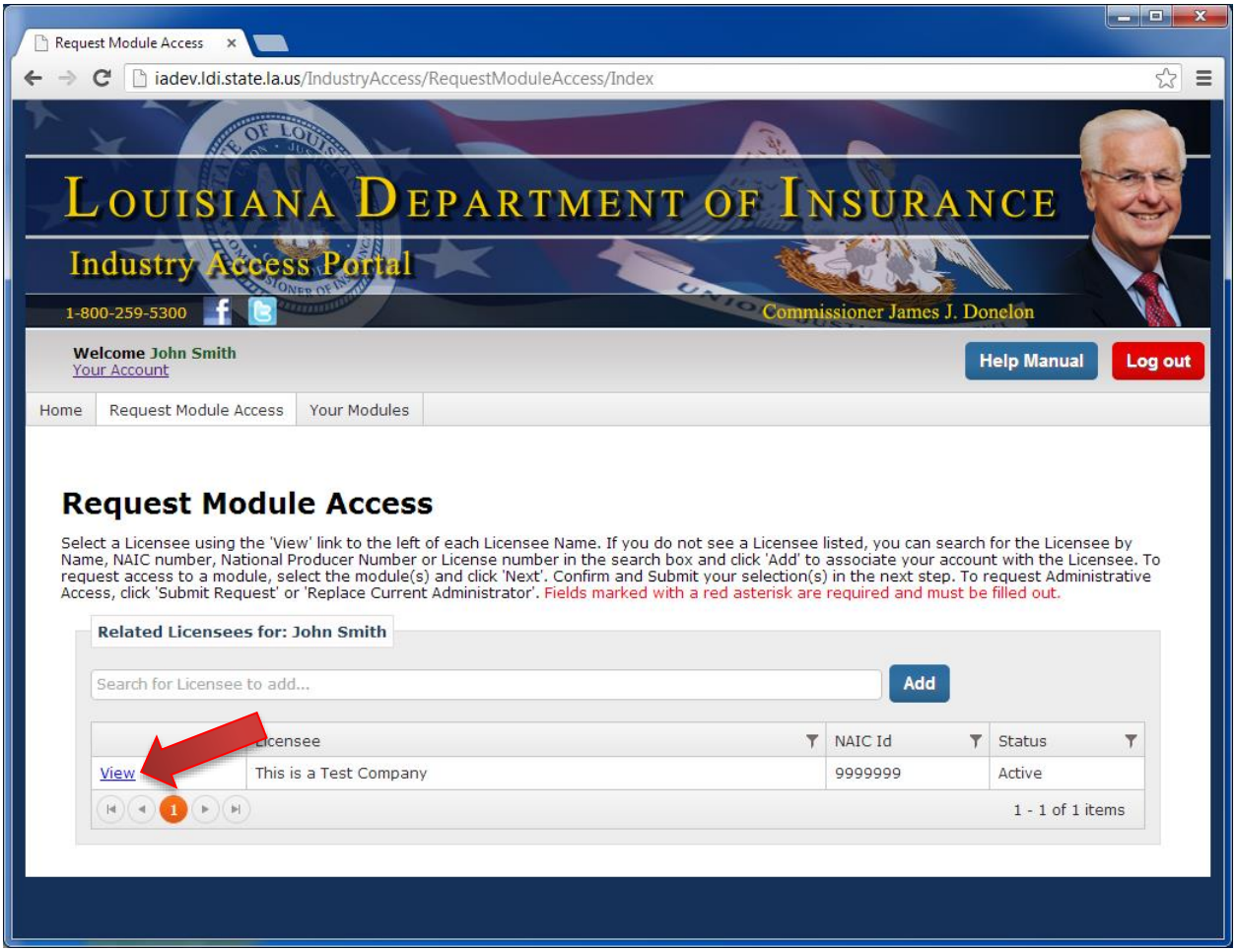
To begin a new request, click the "Request More Modules" button, or click the "Home" button to return to the Home screen.


Request Module Access
Request Access to Selected Modules Has Been Submitted!
An email has been sent to your Administrator for approval. You will receive an email notification once your Administrator has acted on your request.
Request More Modules
Home
Current and Pending Module Access
Module Name
Status
Effective Date
Producer/Adjuster Portal
Pending
Company Contacts
Pending
1 - 2 of 2 items

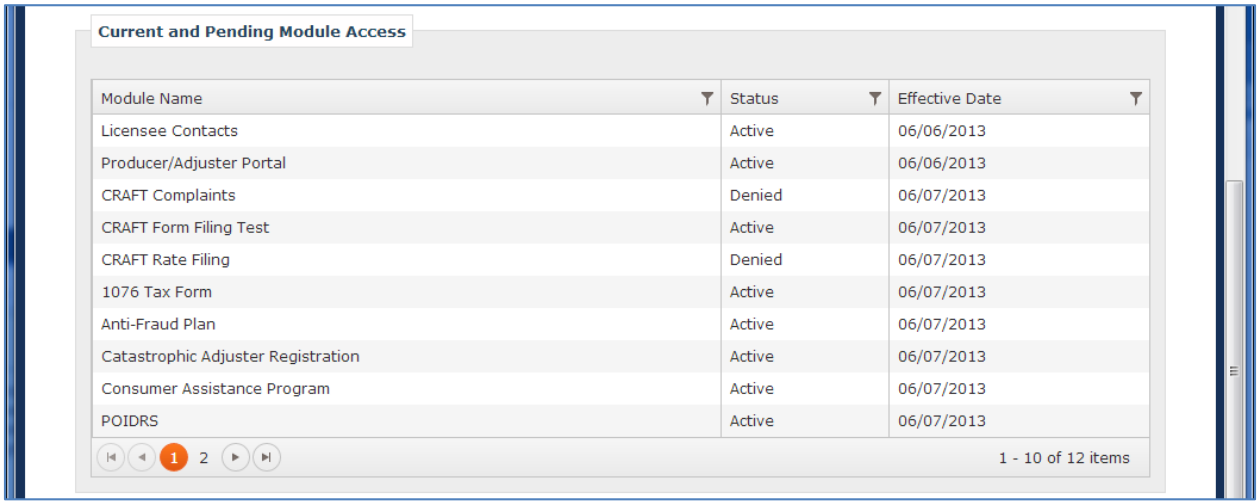
Note: It is the responsibility of the IAAA to grant approval to modules. The Louisiana Department of Insurance does not grant this approval.

View Current and Pending Module Access

To view , click the “View” link in the Request Module Access grid.

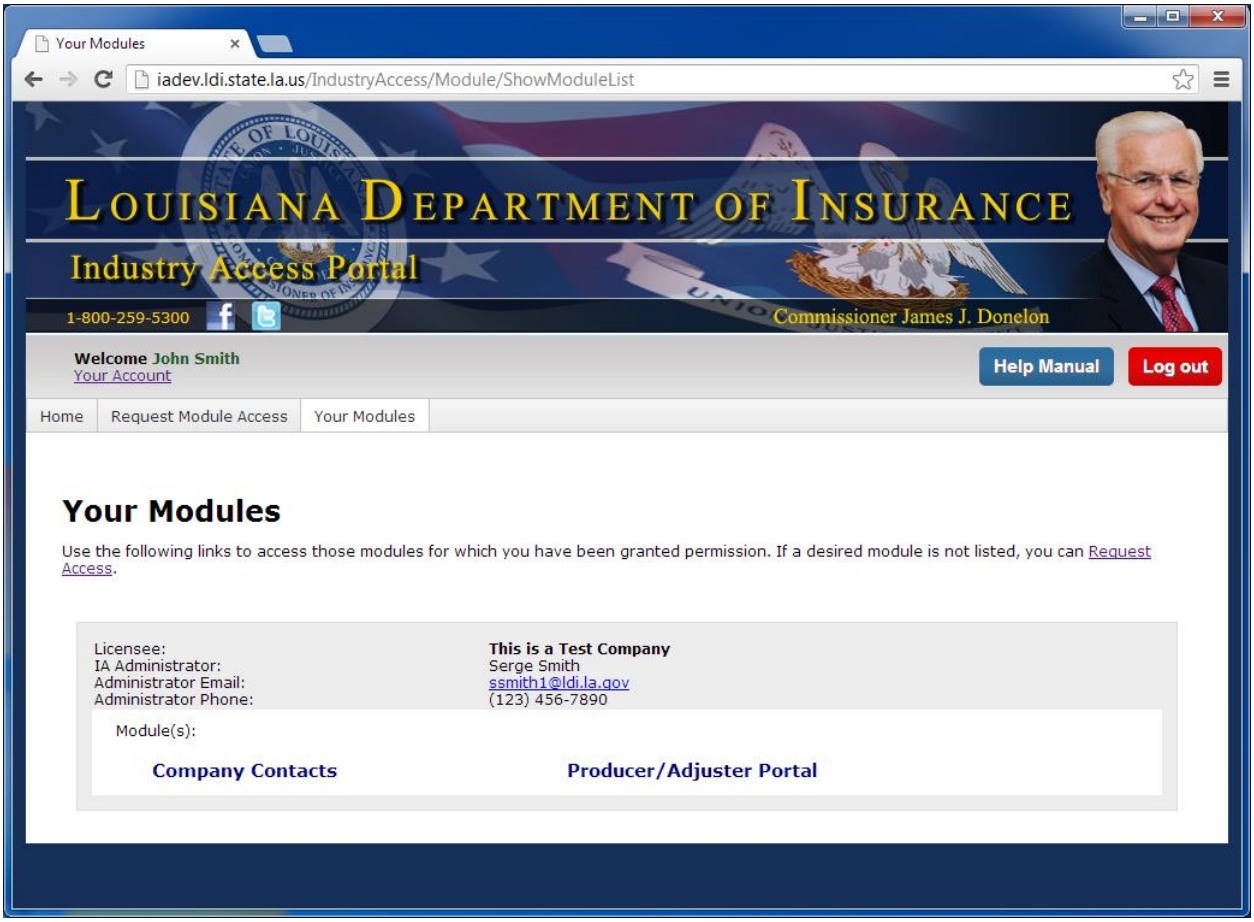

Request Module Access
iadev.ldi.state.la.us/IndustryAccess/RequestModuleAccess/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome John Smith
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Request Module Access
Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.
Related Licensees for: John Smith
Search for Licensee to add...
Add
Licensee
NAIC Id
Status
View
This is a Test Company
9999999
Active
1 - 1 of 1 items

You can view the status of your requests in the Current and Pending Module Access grid. Once your request has been granted or denied, the grid will display an Effective Date.



Access Your Modules

The Your Modules screen displays all modules to which you have access. If you have access to modules for multiple licensees, the modules will be grouped by licensee. To access a module, click the name of the module for that specific licensee.

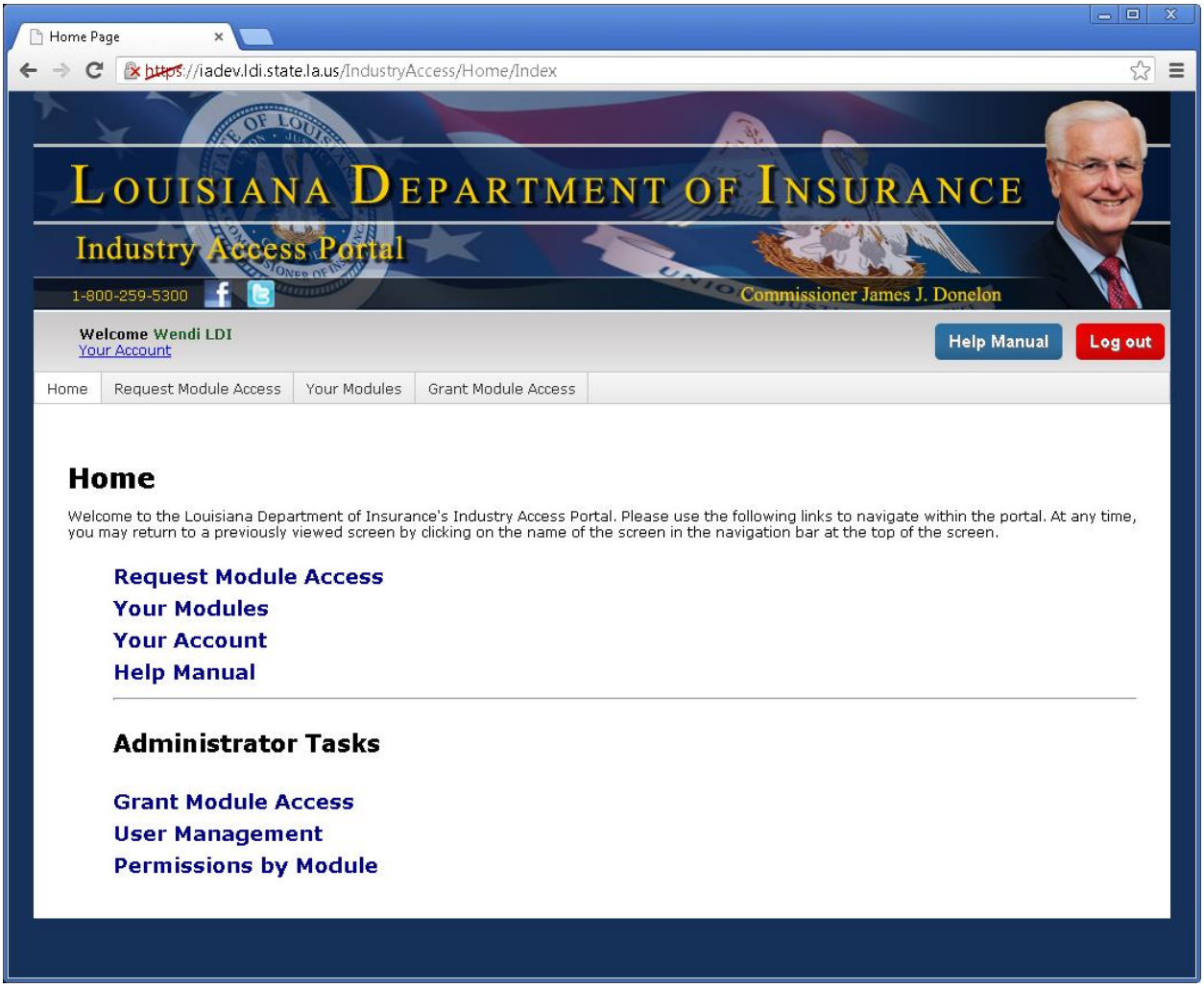


Industry Access Account Administrator

This section of the manual is for Industry Access Account Administrators and Power Users.

Home Screen

The IAAA screen will give you access to the functions of the regular user and the ability to perform IAAA Tasks such as Grant Module Access, User Management, and manage Permissions by Module.

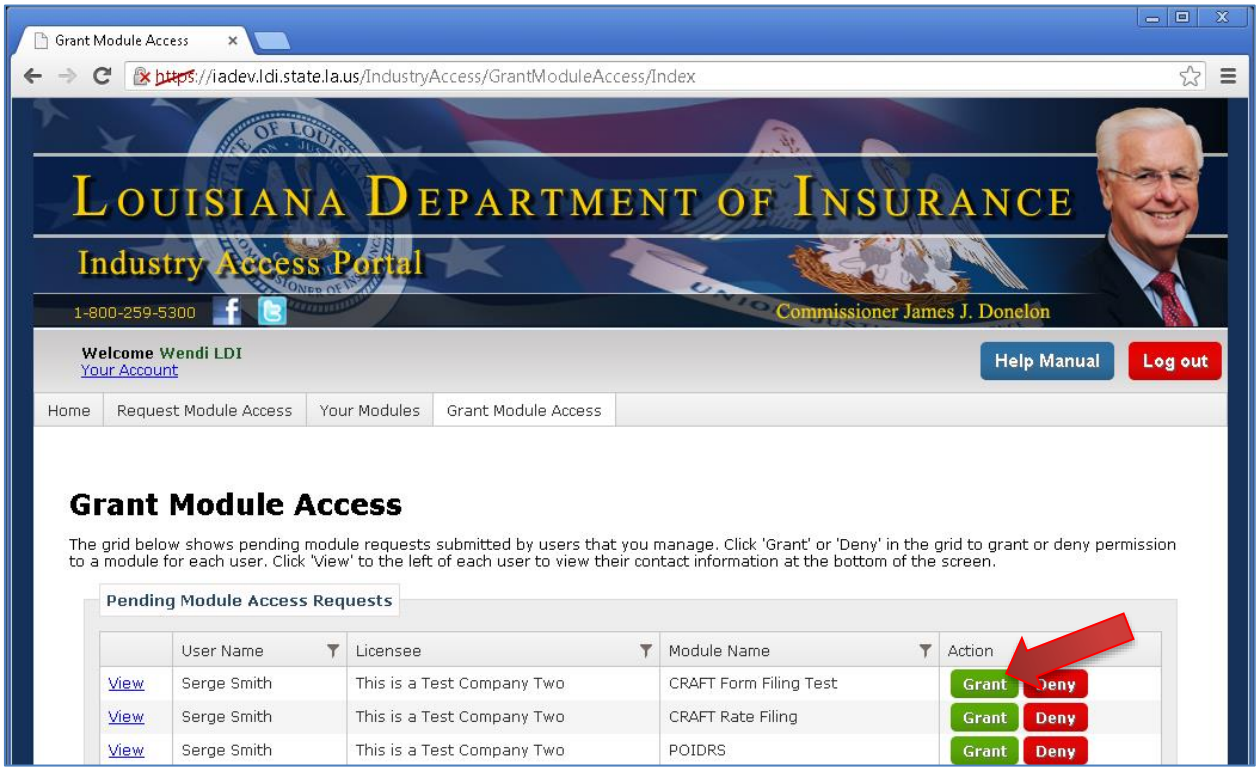

Home Page
https://iadev.ldi.state.la.us/IndustryAccess/Home/Index
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome Wendi LDI
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Grant Module Access
Home
Welcome to the Louisiana Department of Insurance's Industry Access Portal. Please use the following links to navigate within the portal. At any time, you may return to a previously viewed screen by clicking on the name of the screen in the navigation bar at the top of the screen.
Request Module Access
Your Modules
Your Account
Help Manual
Administrator Tasks
Grant Module Access
User Management
Permissions by Module

Note: Power Users will have access to all of the same screens and functions as the IAAA, with the exception of assigning another user as a Power User on the User Management screen.

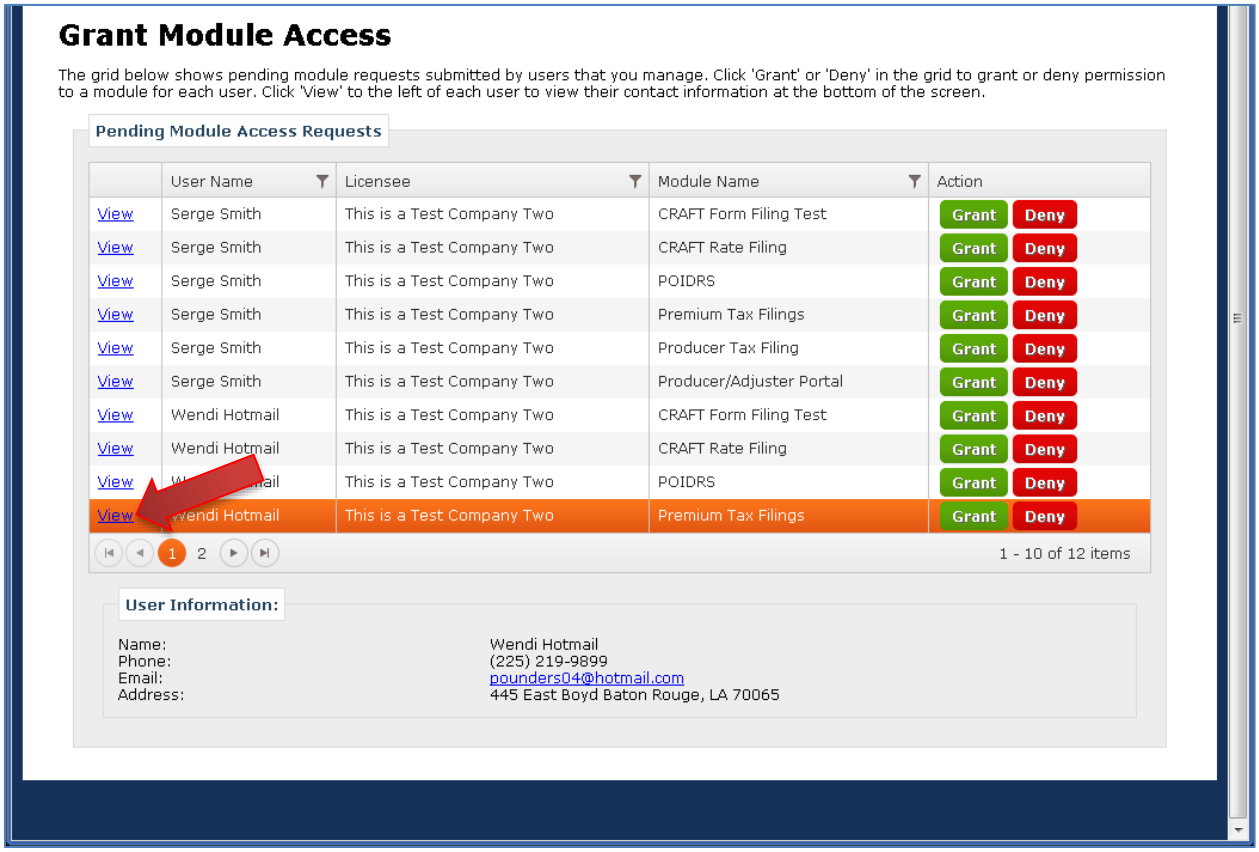
Grant Module Access

The Grant Module Access screen displays all pending requests for module access. You can approve or deny these requests by clicking the appropriate button in the “Action” column of the grid. When you click “Grant” or “Deny,” an email notification is sent to the requesting user.

Requests that have been acted upon will be removed from this grid, but you can view all past requests on the Permissions by Module screen.

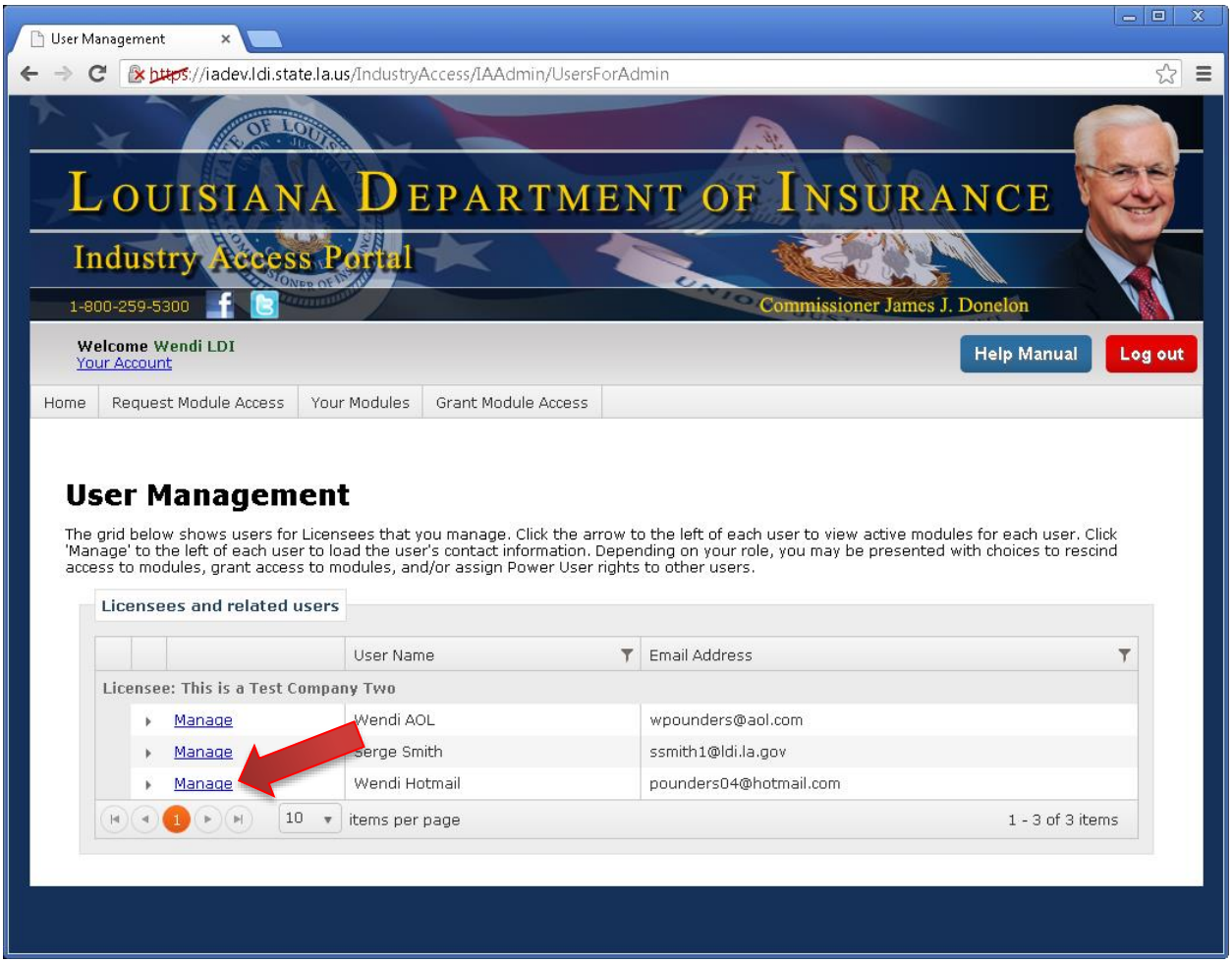


Click “View” to the left of each user to view additional details about the user at the bottom of the screen.


Grant Module Access
The grid below shows pending module requests submitted by users that you manage. Click 'Grant' or 'Deny' in the grid to grant or deny permission to a module for each user. Click 'View' to the left of each user to view their contact information at the bottom of the screen.
Pending Module Access Requests
User Name
Licensee
Module Name
Action
View Serge Smith This is a Test Company Two CRAFT Form Filing Test Grant Deny
View Serge Smith This is a Test Company Two CRAFT Rate Filing Grant Deny
View Serge Smith This is a Test Company Two POIDRS Grant Deny
View Serge Smith This is a Test Company Two Premium Tax Filings Grant Deny
View Serge Smith This is a Test Company Two Producer Tax Filing Grant Deny
View Serge Smith This is a Test Company Two Producer/Adjuster Portal Grant Deny
View Wendi Hotmail This is a Test Company Two CRAFT Form Filing Test Grant Deny
View Wendi Hotmail This is a Test Company Two CRAFT Rate Filing Grant Deny
View This is a Test Company Two POIDRS Grant Deny
View Wendi Hotmail This is a Test Company Two Premium Tax Filings Grant Deny
1 2
1 - 10 of 12 items
User Information:
Name: Wendi Hotmail
Phone: (225) 219-9899
Email: pounders04@hotmail.com
Address: 445 East Boyd Baton Rouge, LA 70065

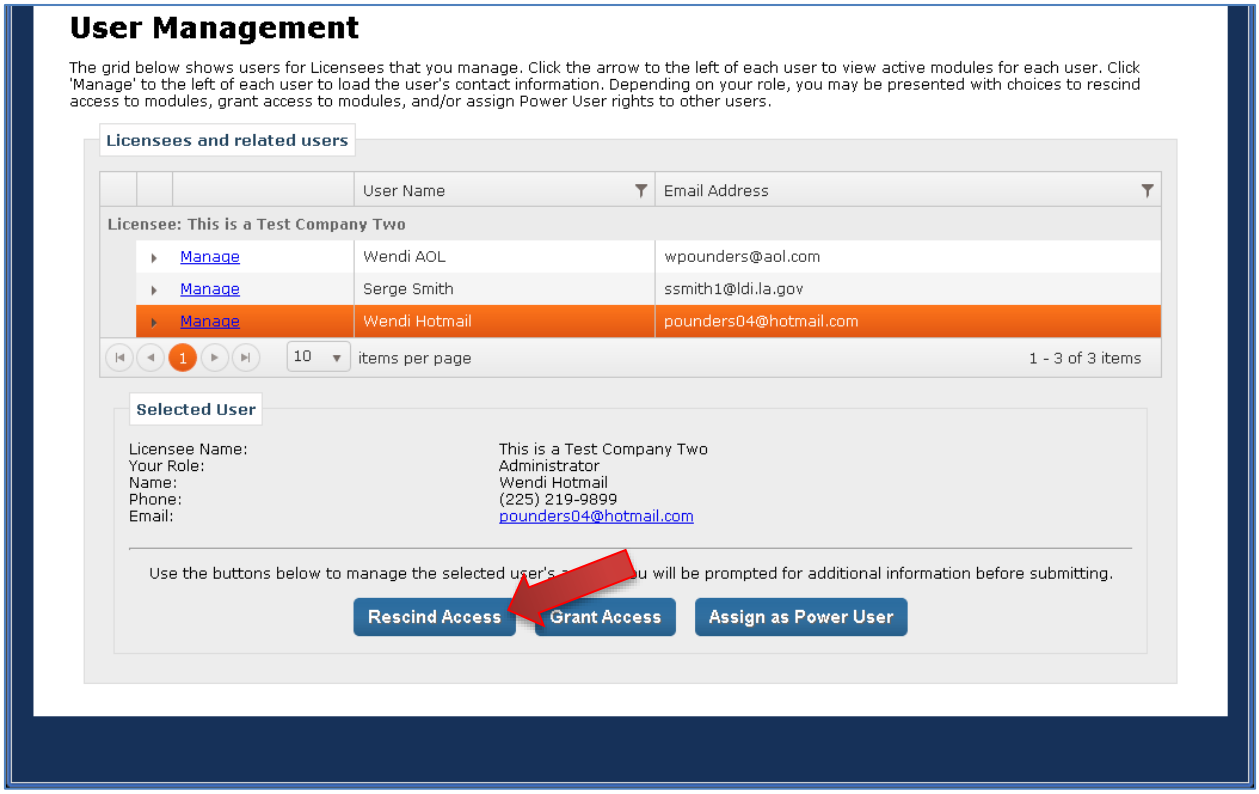
User Management

The User Management screen displays all licensees for which you have IAAA or Power User status. Users with access to modules for a licensee will be grouped by that licensee. Click the “Manage” link to the left of the User Name to view user information and options for user management. User management options include Rescind Access, Grant Access, or Assign as Power User.

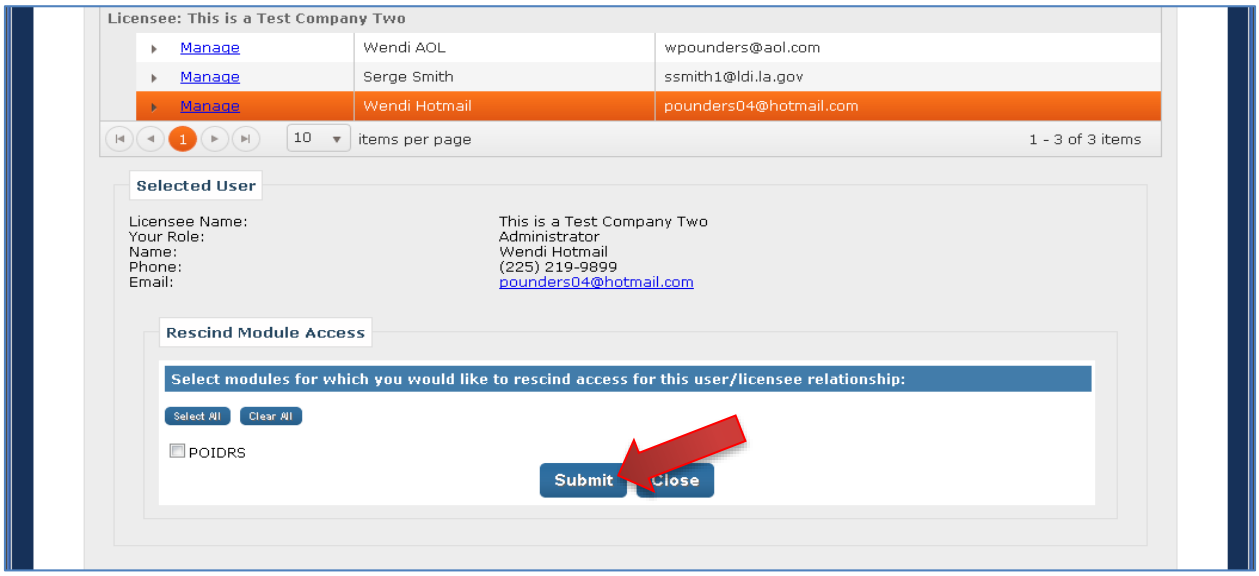

User Management
https://iadev.ldi.state.la.us/IndustryAccess/IAAdmin/UsersForAdmin
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome Wendi LDI
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Grant Module Access
User Management
The grid below shows users for Licensees that you manage. Click the arrow to the left of each user to view active modules for each user. Click 'Manage' to the left of each user to load the user's contact information. Depending on your role, you may be presented with choices to rescind access to modules, grant access to modules, and/or assign Power User rights to other users.
Licensees and related users
User Name
Email Address
Licensee: This is a Test Company Two
Manage
Wendi AOL
wpounders@aol.com
Manage
Serge Smith
ssmith1@ldi.la.gov
Manage
Wendi Hotmail
pounders04@hotmail.com
10
items per page
1 - 3 of 3 items

Rescind Access

Click the “Rescind Access” button to select the modules for which you would like to deny access.

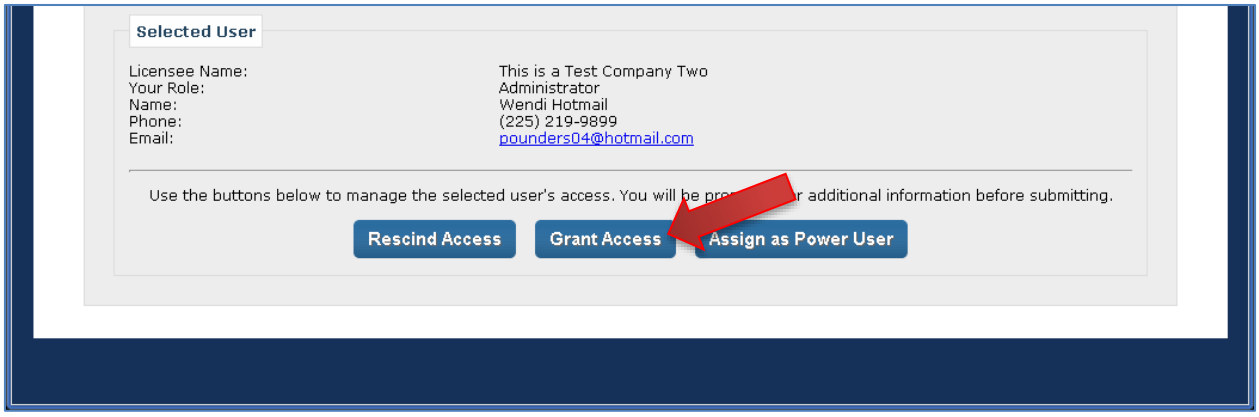

User Management
The grid below shows users for Licensees that you manage. Click the arrow to the left of each user to view active modules for each user. Click 'Manage' to the left of each user to load the user's contact information. Depending on your role, you may be presented with choices to rescind access to modules, grant access to modules, and/or assign Power User rights to other users.
Licensees and related users
User Name
Email Address
Licensee: This is a Test Company Two
Manage
Wendi AOL
wpounders@aol.com
Manage
Serge Smith
ssmith1@ldi.la.gov
Manage
Wendi Hotmail
pounders04@hotmail.com
10
items per page
1 - 3 of 3 items
Selected User
Licensee Name:
Your Role:
Name:
Phone:
Email:
This is a Test Company Two
Administrator
Wendi Hotmail
(225) 219-9899
pounders04@hotmail.com
Use the buttons below to manage the selected user's
u will be prompted for additional information before submitting.
Rescind Access
Grant Access
Assign as Power User

When the “Rescind Access” button is clicked, the list of modules is shown with check boxes for selection. Click the boxes next to the modules you wish to deny access for and click “Submit” to commit your choices. The “Close” button closes the Rescind Module Access section.

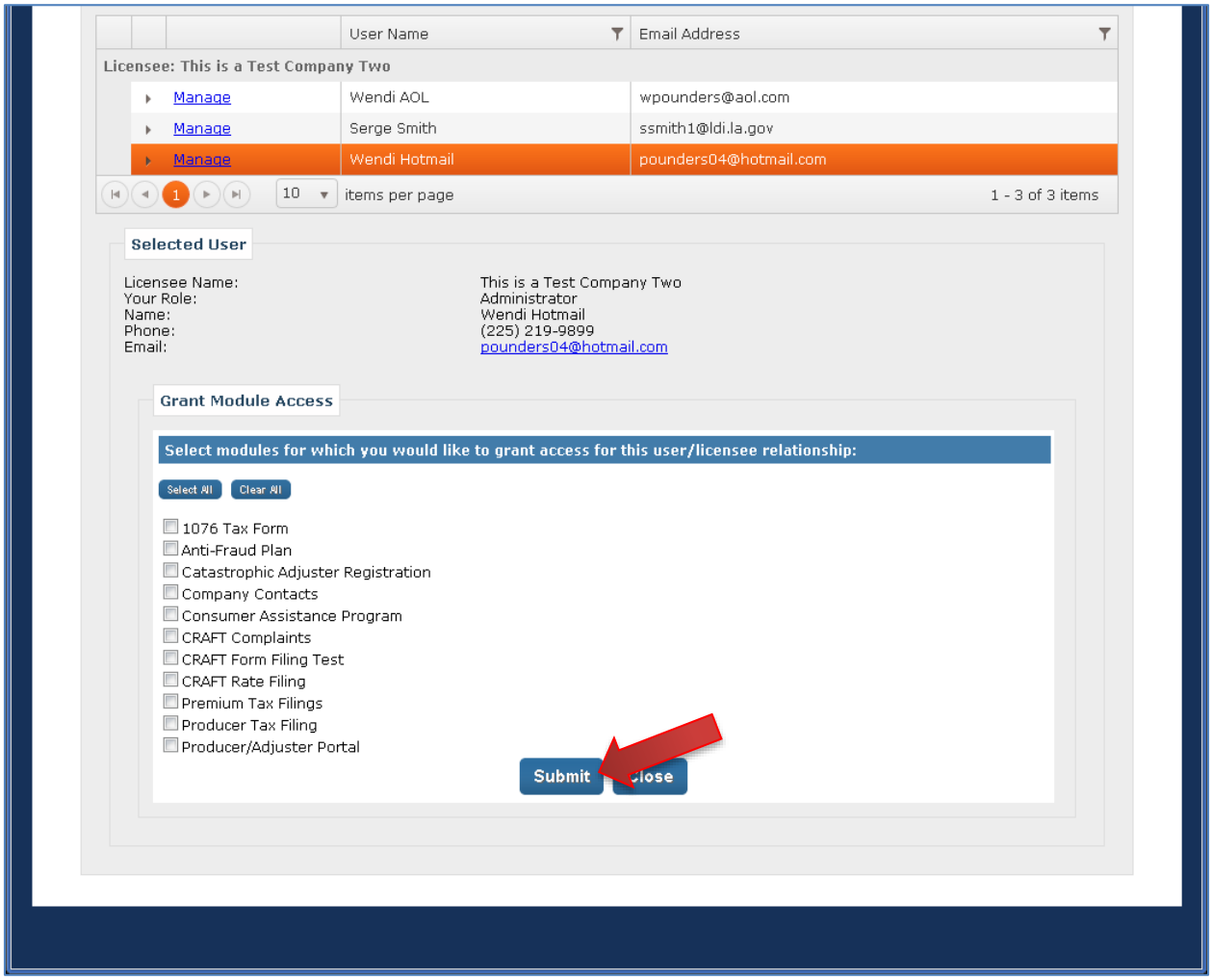


Grant Access

Click the “Grant Access” button to select the modules for which you would like to grant access.



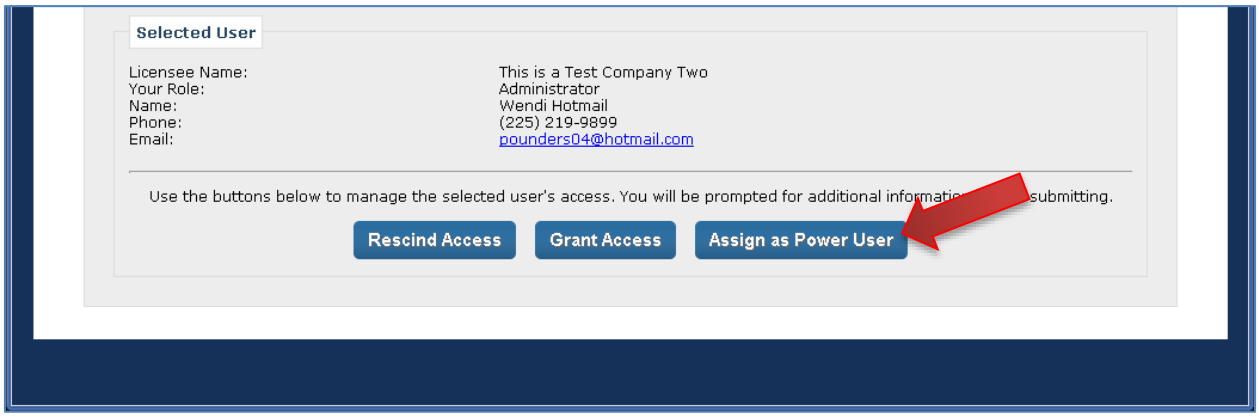
When the “Grant Access” button is clicked, the list of modules is shown with check boxes for selection. Click the boxes next to the modules you wish to grant access for and click “Submit” to commit your choices. The “Close” button closes the Grant Module Access section.



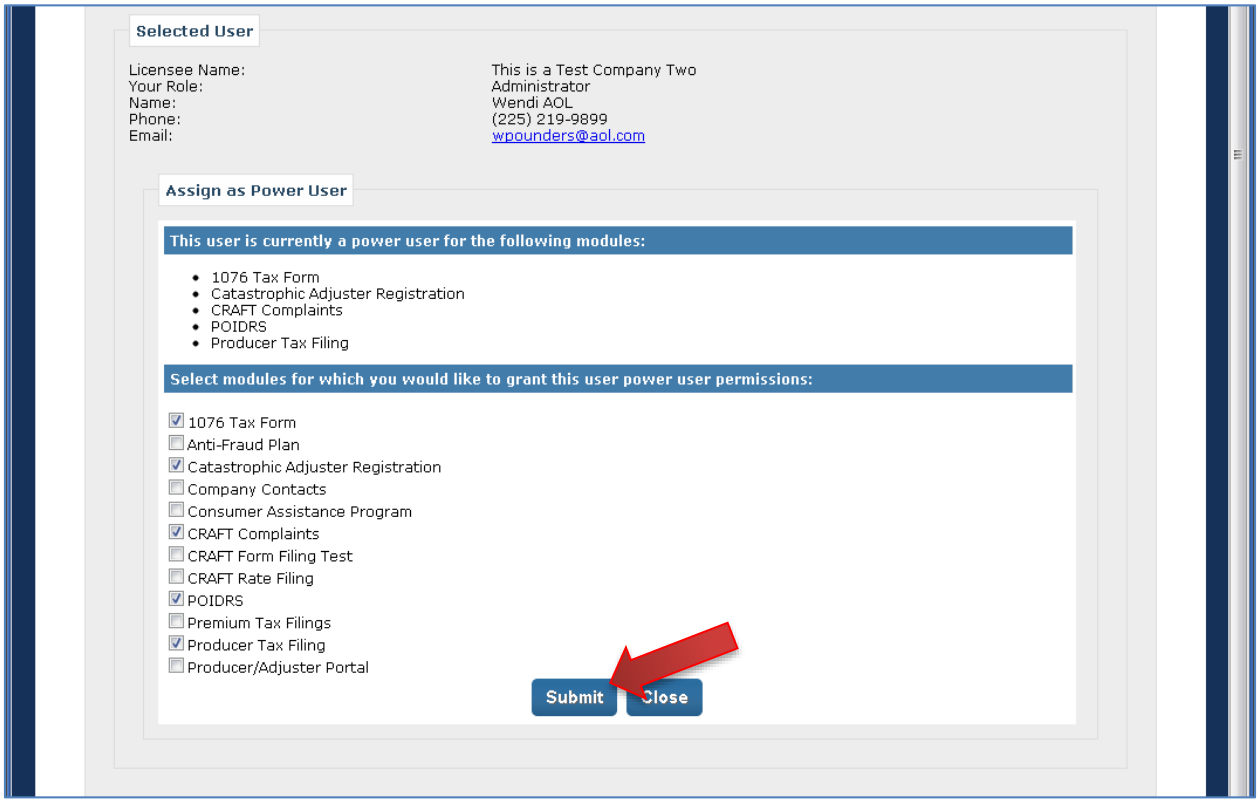
Assign as Power User

A Power User receives all user requests for the modules to which they are assigned. It is his/her responsibility to grant or deny these requests.

To grant a user Power User status, click the "Assign as Power User" button.



You will now have the option to select the modules for which the user will be granted Power User status by clicking the appropriate checkboxes. Once you have selected the module(s), click the "Submit" button. The system will generate an email to the user to notify him/her of the new status assignment.



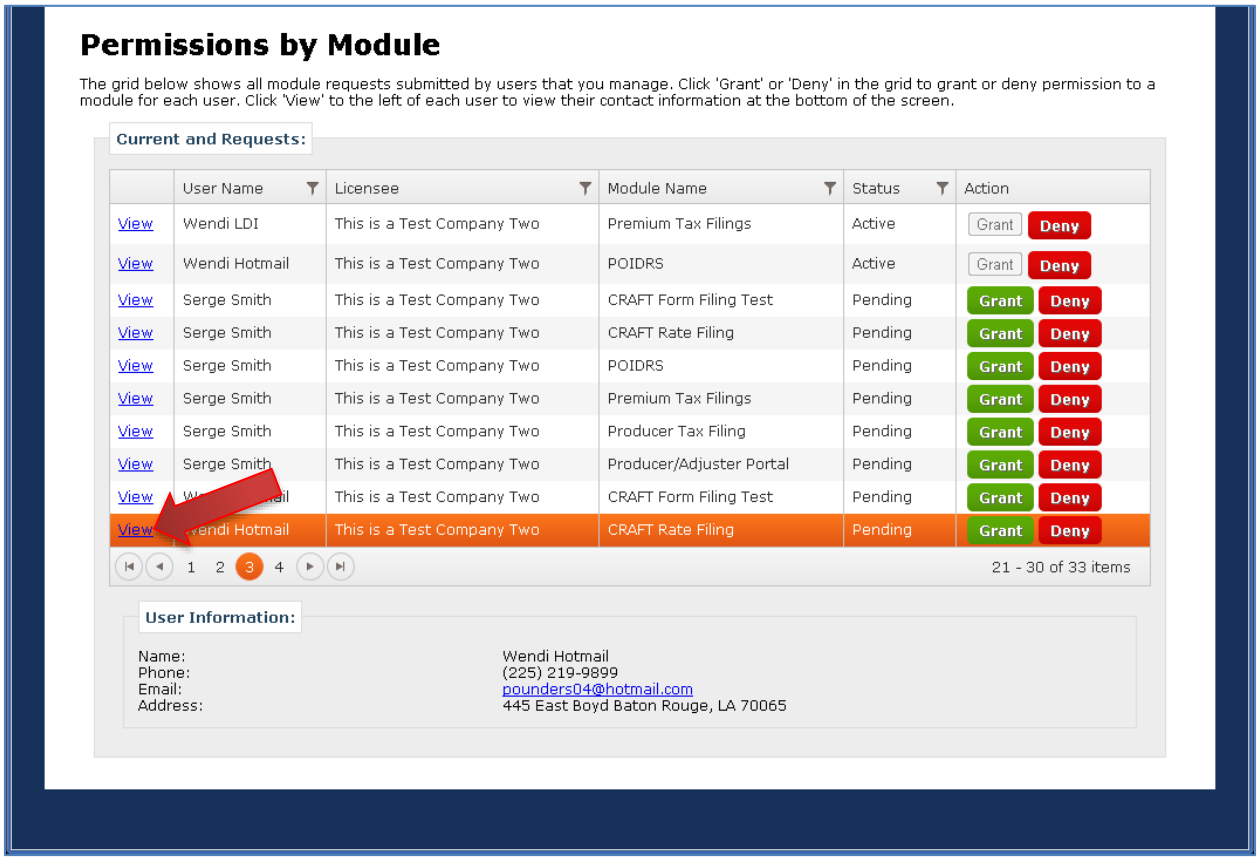
Note: If the user already has Power User status for any modules, they will be listed on this screen.

Permissions by Module

The Permissions by Module screen displays all granted, denied, and pending module access requests. You can approve or deny these requests by clicking the appropriate button in the “Action” column of the grid. When you click “Approve” or “Deny,” an email notification is sent to the requesting user.

Permissions by Module
https://iadev.ldi.state.la.us/IndustryAccess/IAAdmin/PermissionsByModule
LOUISIANA DEPARTMENT OF INSURANCE
Industry Access Portal
1-800-259-5300
Commissioner James J. Donelon
Welcome Wendi LDI
Your Account
Help Manual
Log out
Home
Request Module Access
Your Modules
Grant Module Access
Permissions by Module
The grid below shows all module requests submitted by users that you manage. Click 'Grant' or 'Deny' in the grid to grant or deny permission to a module for each user. Click 'View' to the left of each user to view their contact information at the bottom of the screen.
Current and Requests:
User Name
Licensee
Module Name
Status
Action
View Wendi LDI This is a Test Company Two Premium Tax Filings Active Grant Deny
View Wendi Hotmail This is a Test Company Two POIDRS Active Grant Deny
View Serge Smith This is a Test Company Two CRAFT Form Filing Test Denied Grant Deny
View Serge Smith This is a Test Company Two CRAFT Rate Filing Denied Grant
View Serge Smith This is a Test Company Two POIDRS Pending Grant
View Serge Smith This is a Test Company Two Premium Tax Filings Pending Grant Deny
View Serge Smith This is a Test Company Two Producer Tax Filing Pending Grant Deny
View Serge Smith This is a Test Company Two Producer/Adjuster Portal Pending Grant Deny
View Wendi Hotmail This is a Test Company Two CRAFT Form Filing Test Pending Grant Deny
View Wendi Hotmail This is a Test Company Two CRAFT Rate Filing Pending Grant Deny
1 2 3 4
21 - 30 of 33 items
User Information:
Name: Wendi Hotmail
Phone: (225) 219-9899
Email: pounders04@hotmail.com
Address: 445 East Boyd Baton Rouge, LA 70065

Click “View” to display additional details about the user at the bottom of the screen.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View Serge Smith This is a Test Company Two Producer/Adjuster Portal Pending Grant Deny
View This is a Test Company Two CRAFT Form Filing Test Pending Grant Deny
View Wendi Hotmail This is a Test Company Two CRAFT Rate Filing Pending Grant Deny
1 2 3 4
21 - 30 of 33 items
User Information:
Name: Wendi Hotmail
Phone: (225) 219-9899
Email: pounders04@hotmail.com
Address: 445 East Boyd Baton Rouge, LA 70065